

Parents,

In order to properly credit your student's accounts this year we are making a few changes. These changes are being implemented to help us better manage your money, and help us to accurately manage our finances. Therefore, we are requesting that you fill out and return the form on the bottom of this sheet any time you wish to use money from your student's account to purchase something (concert attire, trips, spirit wear, etc.).

Only checks and money orders will be accepted when making any transaction with the Vocal Music Boosters. The following information will be required with all checks or money orders: Name of student, purpose or event that the money will be applied to. Again, this will help to better insure that your money is being properly managed.

We will be providing a receipt to you for any transaction made.

If you have any questions please feel free to contact me via e-mail at [kim@franklinvocalmusic.com](mailto:kim@franklinvocalmusic.com) or by phone at 734-525-4340.

Additional forms are available at [www.franklinvocalmusic.com/documents](http://www.franklinvocalmusic.com/documents)

---

I/We request that (student's name) \_\_\_\_\_ account

is credited in the amount of \$\_\_\_\_\_, for the purchase of (event or

item) \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_