

## **Tiger Marching Band / Winter Guard Finance FAQ**

### **Finance Coordinator:**

Renee Ismail  
3S128 Lakeview Drive, Warrenville, IL 60555  
renee@raevenx.com  
630.222.5961

### **Fee payment:**

- Checks should be made payable to the Tiger Marching Band rather than to the school.
- Please ensure that you notate your student's ID number on your check.
- Never turn fees directly into the WWSHS School Treasurer. Fees can be inadvertently misapplied and this can be difficult to correct.
- Instead please send fees and all forms to the Finance Coordinator listed above. Alternately you can turn those into Mr. Scimeca.

### **Expense submissions:**

- All items should be turned into the Finance Coordinator either at an event or at the address listed above.
- Expense forms are available on the website.
- The guard form is only to be used during the Winter Guard season. Use the Marching form during the regular season.
- Original receipts must accompany the Expense form (feel free to keep a copy for yourself).
- Please do not turn in any expense forms directly to the WWSHS School Treasurer even though she cuts the actual checks. This makes it very difficult to accurately track MB expenses.

### **Placing orders:**

- If you are in charge of placing orders directly with companies that will directly bill the school it is very important that you either send me a copy of the order confirmation (no original needed) or a summary of the items ordered with the total cost.
- Email address is listed above.
- Many school organizations place orders from the same vendors and it is the only way I can verify that the bills paid are in fact for marching band and not the football team.

Thank you in advance for your cooperation!