



Expense & Vendor-Entertainment Reimbursement Request Form

2020-2021

- All receipts and invoices must be attached to this form.
- All expenses and check requests require the signature from the committee chair.
- Allow a minimum of ten (10) business days to process request.
- Reimbursement checks can be picked up from the School Office or mailed via U.S. Postal Service.
- Vendor-Entertainment checks will be mailed to the address listed on invoice only.
- Sales tax will not be reimbursed since we are a 501(c)(3). Use tax exempt form when purchasing.
- Thank you for supporting the Brook Park Council! We couldn't do it without you!!

Today's Date: ____/____/____ Requester's Name: _____

Email: _____ Phone: _____

Committee/Event: _____

Committee Chair's Signature: _____ Date: ____/____/____

Notes/Comments: _____

MAKE CHECK PAYABLE TO: _____

AMOUNT OF CHECK: \$ _____

MAIL CHECK TO: _____

NO REIMBURSEMENT CHECK NEEDED – BPC CREDIT CARD WAS USED TO MAKE THIS PURCHASE

ITEM(s)	VENDOR/STORE	AMOUNT(s)

TO BE COMPLETED BY BPC TREASURER:

Date Received:		Invoice Date:	
Amount Paid:		Check Number:	
Line Item:			