



Expense & Vendor-Entertainment Reimbursement Request Form

2022-2023

- 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 requests.
- Reimbursement checks can be picked up, delivered, or mailed via U.S. Postal Service. Please contact the BPC Treasurer to make arrangements.
- 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) |
|---------|--------------|-----------|
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TO BE COMPLETED BY BPC TREASURER:

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

The Brook Park Council is a 501(c)(3) tax-exempt organization. Our Illinois tax exemption identification number is E9948-2738-04.

Send questions to treasurer@brookparkcouncil.org or <http://www.brookparkcouncil.org>

Updated 8/02/2022