



# Reimbursement Request

1. Use this form when you are requesting reimbursement for an expenditure.
2. List each expenditure separately and attach receipts.

Requested by \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair Approval \_\_\_\_\_ Date \_\_\_\_\_

Date of Expenditure	Purpose/Event	Description	Cost

Total: \$ \_\_\_\_\_

### For Treasurer's Use

Check Number \_\_\_\_\_ for \$ \_\_\_\_\_ Issued on date: \_\_\_\_\_ by: \_\_\_\_\_



# Check Request

1. Use this form when you are requesting a check either in advance or as payment to a vendor.
2. Attach invoice/bill.

Requested by \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair Approval \_\_\_\_\_ Date \_\_\_\_\_

Purpose of Expense	Cost/Amount

Vendor Name/Payee: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Mail to vendor     Give to Requestor     Other \_\_\_\_\_

### For Treasurer's Use

Check Number \_\_\_\_\_ for \$ \_\_\_\_\_ Issued on date: \_\_\_\_\_ by: \_\_\_\_\_