

# THE COMMONS AT CORDATA COA

## EXPENSE REIMBURSEMENT FORM

PLEASE PRINT

DATE:

SUBMIT TO: **Board of Directors**  
commonscoa@gmail.com

FROM: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Project \_\_\_\_\_

### MATERIALS - ATTACH RECEIPTS

| Description  | Date | Merchant | Expense |
|--------------|------|----------|---------|
|              |      |          |         |
|              |      |          |         |
|              |      |          |         |
|              |      |          |         |
|              |      |          |         |
| <b>TOTAL</b> |      |          |         |

### LABOR (licensed, bonded and insured) - ATTACH INVOICES

| Description  | Date | Contractor/Company | Expense |
|--------------|------|--------------------|---------|
|              |      |                    |         |
|              |      |                    |         |
|              |      |                    |         |
| <b>TOTAL</b> |      |                    |         |

|  |  |
|--|--|
| LABOR TOTAL                                |  |
| MATERIALS TOTAL                            |  |
| <b>TOTAL EXPENSE REIMBURSEMENT REQUEST</b> |  |

BOARD APPROVED SIGNATURE

DATE

updated 1/12/2023