

Expenses - Stay within your budget. ***PRIOR*** approval is needed from the Board, before going over your budget.

Per our Standing Rules: "Any person wishing to be reimbursed must submit proper **receipts to the treasurer no later than 30 days after the event** or 3 days prior to the end of the fiscal year, whichever comes first.

YOUR NAME

COMMITTEE NAME

FUNCTION AND DATE

ITEMS

STORE NAME

AMOUNT OWED TO YOU

DATE OF CHECK:

CHECK NUMBER:

CHECK AMOUNT:
