Grimes County Democratic Party
https://www.facebook.com/GrimesCounty2016/
https://twitter.com/GrimesCountyDem

P.O. Box 343
Navasota, TX 77868

Grimes County Democratic Party (GCDP)
Expense Reimbursement Request

This form is to be returned to the GCDP County Chair

Instructions: Use this form when requesting reimbursement for GCDP County Executive Committee (CEC) Members. Original receipts must be paper clipped to this form. All expenses must be submitted within 60 days of receipt date. **PLEASE COMPLETE THE FORM BELOW FOR THE CEC MEMBER BEING REIMBURSED.** ***All reimbursement requests **must** be approved by the County Chair **prior** to purchase.*

TODAY'S DATE:

FIRST NAME	LAST NAME		
MAILING ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS	PHONE NUMBER		

REQUESTOR SIGNATURE:	DATE:

PRICE	PURCHASE DATE	PAID TO	ITEM & PURPOSE OF EXPENDITURE
$			
$			
$			
$			
$			

TOTAL REQUESTED: $

PURCHASE PRE-APPROVED? YES NO

RECEIPT(S) ATTACHED? YES NO

FOR ADMINISTRATIVE OFFICE USE ONLY

APPROVED BY COUNTY CHAIR? YES NO

DATE APPROVED

DATE PAID:

CHECK NUMBER #

CHAIR SIGNATURE:	DATE: