

**NGA ~ NEEDLEWORK GUILD OF AMERICA HANCOCK PARK  
Expense Reimbursement Form**

DATE: \_\_\_\_\_

CHECK REQUESTED BY: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

AGENCY RECEIVING ITEMS  
(OR COMMITTEE, IF APPLICABLE) \_\_\_\_\_

DESCRIPTION OF EXPENSES	AMOUNT
	\$
<b>TOTAL FOR REIMBURSEMENT</b>	<b>\$</b>

**SIGNATURES AND APPROVALS:**

CHECK REQUESTER \_\_\_\_\_  
PRINTED NAME    SIGNATURE    DATE

PRESIDENT Beverly Brown  
PRINTED NAME    SIGNATURE    DATE

TREASURER Shelagh Callahan  
PRINTED NAME    SIGNATURE    DATE

**FOR TREASURER USE ONLY:**

CHECK # \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_