

FUNDS REQUEST/EXPENSE REIMBURSEMENT

Submit requests as soon as possible after purchase up to September 1. Expenses incurred after September 1 should be submitted immediately so the Finance Committee has the information by November 1 for budget purposes. Expenses can be submitted through the end of December and applied to the current year's budget only for items needed in the current year. Review the Reimbursement Policy for other requirements before submitting.

Pay to	Vendor	Reimb	ursement		Direct	ed Donation	
Pay to:							
Address:							
City:			State:		Zip):	
SUBMITTED BY							
Name:					Date	e:	
Phone:			Email:				
Project Name/ Description:							
Chairperson (print name & sign):							
Co-signer & Title (if reimbursement for self):							
LIST EXPENSES AND INCLUDE ORIGINAL RECEIPTS*						AMOUNT	
						\$	
						\$	
					\$		
					\$		
						\$	
						\$	
* If submitting by email, a scan or photo of the original receipt is acceptable.			DUE:	\$			

TO SUBMIT:

Email completed form (including signatures) to: Anna@amaccountingonline.com

OR, mail via USPS to:

AM Accounting and Tax Services LLC 247 West Freshwater Way, Suite 310 Milwaukee, WI 53204

Recurring Charge

Treasurer Use Only				
Check Amount:	\$			
Check Number:				
Credit Card:				
EFT Payment:				
Date Paid:				