

## Hammett Pond Homeowners Association Reimbursement Voucher

Please read the following:

- All invoices received by the 10th of the month will be paid on the 15th.
- All invoices received by the 16th of the month will be paid on the last day of the month.
- **Attach all receipts to the Voucher.**

Check payable to:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Details of Reimbursement Voucher (The details of the item or service and its relation to official duties or activities): \_\_\_\_\_

\_\_\_\_\_

Total amount of Reimbursement: \$ \_\_\_\_\_

List all items separately and explain where to charge each item -G/L account or description. If you are unsure of the account to charge to, leave a description of what the expense is for.

1) \_\_\_\_\_ Charge to \_\_\_\_\_

2) \_\_\_\_\_ Charge to \_\_\_\_\_

3) \_\_\_\_\_ Charge to \_\_\_\_\_

4) \_\_\_\_\_ Charge to \_\_\_\_\_

5) \_\_\_\_\_ Charge to \_\_\_\_\_

*Use additional form if required*

Signature of Voucher submitter: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Officer of the Board: Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Send or Scan Completed Voucher with all Receipts Attached to:

Chastine Property Management  
P.O. Box 1037 / 139 Bridges Rd.  
Mauldin, SC 29662

or

Email: [tiffany@chastinepm.com](mailto:tiffany@chastinepm.com)