



**REIMBURSEMENT REQUEST**

Make payable to--

\_\_\_\_\_

List all items purchased and cost—

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subtotal\_\_\_\_\_Tax Amount\_\_\_\_\_Aggregate Amount\_\_\_\_\_

Purpose of purchase (e.g., business activity, committee name, or project name)—

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by (please print legibly)—

\_\_\_\_\_

Mailing Address—

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number—

E-mail—

\_\_\_\_\_

**NOTE: All receipts must accompany any request for reimbursement. Officers who have authority to disburse funds are the President, Vice President, and Treasurer.**

*TREASURER'S USE ONLY*

Reimbursement made to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ (Check No. \_\_\_\_\_) for the purpose of

on \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_. Initials \_\_\_\_\_

