

Request for Reimbursement/Payment

(Use this form to request reimbursement for funds or payment of an invoice.)

Instructions:

Complete this form and email, along with corresponding receipts and/or invoices, to adrienne.knox@gmail.com.

**Request Date:****Amount:****Description:****Check to be made payable to:****Mailing address for check:****Signature of Requestor:**

To Be Completed by Treasurer

Approval of President or Treasurer:**Check #:****Date Check Issued:****Budget Account:**