



Temecula Valley Music Teachers Association

Procedures and Application for Financial Reimbursement

(This form to be turned in before receiving any compensation)

The Chairman of events or teachers requesting reimbursement will complete this form and turn it into the Treasurer along with all original receipts and other documentation. Remember, clear and concise records must accompany all requests.

Make sure that you have verbal authorization before purchasing anything for our Association.

NAME: _____

ADDRESS: _____

PHONE #: _____

AMOUNT OF PURCHASE: _____

(Attach original receipts to this form.)

REASON FOR REIMBURSEMENT:

(Please include who gave the verbal authority):

