

REQUEST FOR EXPENSE REIMBURSEMENT Check one

DEBIT CARD RECORD

Approval Requirements: (For detailed info see Procurement Policy Doc)

Routine Operating Exp: =or< \$250; 1 board member

Routine Operating Exp: > \$250; 2 board member

Event Exp.: =or< \$250; Committee Chair.: >\$250; 2 Board Members

Non Routine Expenses: Any Amount; Board of Directors

Requestor should obtain required approval before submitting check request to the Club Treasurer.

Note: Debit Card records do not need Approval

Submitted by: _____ Date: _____

Please provide what expense was for and amount (if more than one Cat.)

Expense Category: _____ Amount: _____

Expense Category: _____ Amount _____

Expense Category: _____ Amount: _____

Total Amount: _____ **Signature:** _____

Approved By: _____ Date _____

_____ Date _____

Check Number: _____ Date Issued: _____