

## REQUEST FOR CHECK/EXPENSE REIMBURSEMENT

Check request or expense reimbursements in excess of \$250.00 must be approved by Club Membership. Requests less than \$250.00 must have approval of two members of Board of Directors. Requestor should obtain Board Member approval if required. Submit this form with original receipts attached to the Club Treasurer. Check will be issued when required approvals obtained.

Requested 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: Board Member: \_\_\_\_\_

Board Member: \_\_\_\_\_

Membership Approval Date (if required): \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

