

PACIFIC OKINAWA PLAYERS

REIMBURSEMENT FORM

Date	
Name	
Items Purchased For: (check one)	

SHOW *Title-* _____

EVENT *Name-* _____

POPS Expense

List Items Purchased: (i.e.-fabric, paint, lights, wigs, etc.)	

TOTAL AMOUNT SPENT	\$
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(For YEN Conversion: Visit www.oanda.com/convert/classic and use the "InterBank" Rate for date purchase was made)

**To be filled out by Board Member - If any these items can be re-used for future productions and listed as a POPs Asset, please report amount below							
\$	Costumes/Wigs	\$	Props	\$	Sound	\$	Other:
\$	Lights	\$	Stage	\$	Tools/Appliances		

Signature

Director's Signature

For Treasurer use only			
Received By:	Date:	Check Number & Date:	Check Cleared: