

**REQUEST FOR EXPENSE REIMBURSEMENT**  Check one  
**DEBIT CARD RECORD**

**Approval Requirements:**

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.

Submit this form with original receipts attached 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: \_\_\_\_\_