Instructions: Please fill out the below form (especially your address) and email to Steve Taylor at: steve98654-at-gmail-dot-com along with your receipts

DISBURSEMENT REQUEST
(Request for Reimbursement)

Date: _____

Requested by: _____

Address: _____

_____

Phone: _____

Please issue a check payable to: _____

Item(s):	Event/Reason:	Amount ($):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:		_____ -

Signed: _____

YOU MUST ATTACH A RECEIPT OR BILL FOR EACH ITEM

PLEASE USE SEPARATE SHEETS FOR DIFFERENT EVENTS

Please allow a couple of weeks to process your claim. In more urgent cases, please call the treasurer.

Treasurer to complete:

Date received: _____

Date paid: _____

Check #: _____