

REIMBURSEMENT REQUEST FORM

Date of Request: _____	Member Requesting Reimbursement: _____
Amount of Request: _____	Date of Purchase: _____

Was this purchase for an Event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Event: _____
Items Purchased: _____ _____
If purchase was not for an event, please check from list below:
<input type="checkbox"/> Postage <input type="checkbox"/> Administrative Supplies <input type="checkbox"/> General Membership Meeting
<input type="checkbox"/> State Meeting <input type="checkbox"/> Regional Meeting <input type="checkbox"/> M-Nights <input type="checkbox"/> Visitations
<input type="checkbox"/> Other:
If Other or further explanation is needed, please fill-in below: _____ _____ _____ _____

_____ Member's Signature	_____ Date
Approved: __Yes __No	Amount: _____
_____ President's Signature	_____ Date