



## Ocean Wave Quilters Expense Reimbursement Request Form

I am not requesting reimbursement – I am submitting expense as a donation.

Date:		Amount:		<b>This is a budgeted expense*</b>
Name:				
Address:				
<i>*Reminder: amounts in excess of \$50 that are not budgeted require previous approval at a general meeting of the club followed by a vote of membership at the next general meeting</i>				

If this was a Committee Expense, please indicate which Committee, then give this form to your Committee Chairperson.

	Committee Name	Committee Chairperson's Signature
<input type="checkbox"/>	Communications	
<input type="checkbox"/>	Education	
<input type="checkbox"/>	Hospitality	
<input type="checkbox"/>	Service	
<input type="checkbox"/>	Special Events	

Briefly state what the expense was for:	
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Please staple a receipt to this form.

For treasurer's use:	
Date paid:	_____
Amount:	_____
<input type="checkbox"/> Check # _____	<input type="checkbox"/> Debit card
<input type="checkbox"/> Mailed	<input type="checkbox"/> Hand delivered