



Reimbursement / Check Request Form

Reimbursable expenditures may only be made with the permission of the Board or Committee Chair.

Expenditures for bar and entertainment will be handled by the committee chair directly. The Chair may issue a check before the purchase or after as a reimbursement.

All other expenditures will follow this route: 1. Purchase approved by committee chair 2. Purchase made 3. Chair signs form 4. Commodore signs form 5. Form submitted to treasurer 6. Check issued to requestor.

Check Request:

Committee: _____

For: _____

Check to: _____

Amount: _____ *Please attach receipts after purchase and remit to committee chair.*

Reimbursement:

Committee: _____

For: _____

Check to: _____

Mailing Address: _____

Amount: _____ *Please attach receipts to form.*

Committee Chair Signature: _____

Commodore Signature: _____