

Reimbursement Request

Complete the following for each reimbursement request. Attach receipts to the back of this form.

Requested By: _____

Requested Date: _____

Reimbursement Request				
Description of Expense And Project/Reason for purchase	Purchased from	Account (See Below)	Amount	Donate (Yes)
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Reimbursement Request (Do not include donations)			\$	

Treasurer Tracking						
Account	Date	Check #	Authorization		Amount	Comments
			Budget	Board Mtg		
Administration					\$	
Activities					\$	
Gaming					\$	

For Treasurer: Use the following accounts when expensing requests. There are other accounts, see chart of accounts for special projects or funds. Attach check stub to front of this form for filing.

Administration

- 6000.04 Dinner Expense
- 6000.05 Convention/Zone/Midwinter
- 6000.06 Club Supplies
- 6000.07 Admin Project Expense
- 6000.08 Postage, Office
- 6000.09 Newsletter
- 6000.10 Installation Dinner
- 6000.11 Awards and Recognition

Activities

- 6100.03 General Project Costs
- 6100.05 Fur Rendezvous Pins

Gaming

- 6200.03 Gaming Supplies
- 6200.04 Raffle Tickets/Expenses
- 6200.05 Raffle Prizes
- 6200.07 Training
- 8000.04 Park Maintenance
- 8000.05 Building Maintenance
- 8000.07 Park Improvements
- 8000.47 Kids Day in Park
- 8000.73 Halloween Carnival
- 8000.82 Holiday Food/Gift Baskets
- 8000.85 Anchor House