

DAVES AVENUE HOME AND SCHOOL CLUB

EXPENSE REIMBURSEMENT AND CHECK REQUEST FORM

ALL EXPENSE RECEIPTS OR VENDOR INVOICES MUST BE ATTACHED TO THIS FORM.

Please Check one:

\_\_\_\_\_ Expense Reimbursement                      \_\_\_\_\_ Check Request for a vendor

Requested by:	Date:
Approved by:	Date:
Make check payable to:	Date needed:

Committee:	Item/purpose (use back if necessary)
Total Amount: \$	1.
Instructions:  Fill out form completely and have it signed by the committee chairperson. Be sure to attach all receipts. Turn this form and receipts into the Home and School Club Treasurer.  Reimbursement checks will be mailed to your home. Vendor checks will be mailed directly to the vendor.	2.
	3.
	4.
	5.
	6.
	7.

Daves Ave. H&S Club Treasurer's Use Only	
Check #:	Date:
Amount: \$	Budget Category: