



# EXPENSE REIMBURSEMENT FORM

To Home & School Club Treasurer \_\_\_\_\_

From \_\_\_\_\_

Make check payable to \_\_\_\_\_

Description of purchase \_\_\_\_\_  
\_\_\_\_\_

Date Incurred	Vendor and Purpose	Amount
<b>TOTAL REIMBURSEMENT REQUESTED</b>		<b>\$ -</b>

Requestor signature \_\_\_\_\_

Date \_\_\_\_\_

President signature \_\_\_\_\_

Date \_\_\_\_\_

**Please attach supporting receipts/documents!**

**Place completed form in President's folder in the Home & School Club box for approval.**

**Treasury notes:**

**Check#:**

*Check date:*