

**Sun Lakes Rock, Gem and Silver Club
Reimbursement Request**

Attach Receipt(s)

Please Print

Date of Request _____

Payable to: _____

Mail to: _____

<u>For Treasurer's Use ONLY</u>
Date Paid _____
Check # _____
Date Entered _____



Items Purchased

Amount

If a Board Approved expense
complete the following:

Date Approved _____

Amount Approved \$ _____

Spent to Date \$ _____

Balance Remaining \$ _____

Total to be reimbursed \$ _____



Craft/Department to be charged: _____

Craft Chair Signature (Required) _____

Date _____

President Signature if needed: _____

Date _____

When completed please place in money box in any shop. THANKS!