Donlon PFC Expense Reimbursement Form

INSTRUCTIONS:

- Please print legibly and itemize all expenses.
- Receipts are REQUIRED. Please paper clip or staple to your form, highlight relevant reimbursement items and verify that the amount matches the total requested on this form.
- Retain copies of this form and all receipts.
- Committee chair's approval signature is REQUIRED before submitting for reimbursement. Email approval is acceptable.
- Put completed form with receipts in Treasurer's, Michelle Lemus, PFC file located in the office.
- Please submit within 10 days of completed event. Checks are written on the 15th and 30th of each month. If faster turnaround time is required, please contact the Treasurer directly, chellelemus@comcast.net.

VOLUNTEER INFORMATION:

Name _____ **Date Requested** _____

Email _____

Committee _____

Date	Budget Event	Item Description	Amount	Total
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			$ -	
			Total to be reimbursed	$ -

Payable To _____

Address _____

_____

Phone No _____

Committee Chair Approval

Name _____

Signature _____

For Treasurer's Use
Date Paid
Check #