Fill out the form below completely. All receipts should be attached to the form and emailed to racheter@gmail.com.

|  |  |
| --- | --- |
| **Date:** |  |
| **Expense Description:** |  |
| **Submitted by:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Itemized Expenses:** |  | **Amount** |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Total** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | | |
| Check Number |  | | Amount |  | Date |  |
| Budget Category | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |

|  |  |
| --- | --- |
| **Send Check to (name)** |  |
| **Address** |  |
| **City/State/Zip** |  |