

REQUEST FOR REIMBURSEMENT OF MONIES EXPENDED

Office Use G/L _____ Board President/Treasurer Approval _____

Submit for Payment date _____

Paid date _____ Check # _____

Submission date: _____

Name (print) _____

Address: _____

Event or Budget Ledger Name _____

Date of Event: _____

List purchases made:

Total Amount Requested: _____

Signature: _____

- 1) Complete form
- 2) Attach receipts and print copy (for reference)
- 3) Put in HOA Treasure's file in Office
- 4) Check will be mailed to your address from CMI

Attach Receipts or Invoices
(Attach additional sheets if needed)