

Request for Reimbursement

The Raindrop Chapter Decorative Painters Portland Oregon & Paint A Season of Memories

Chapter Expense or Convention Expense

Please circle one – must use separate forms for convention and chapter expenses.

Requestor:

Name check payable to:	
Address (if check is to be mailed)	

Budget Category number: <i>See list</i>	Committee to be charged:	Expense for <i>Circle one</i>	Reason for purchase:	Purchased from: <i>Receipt must be attached for all reimbursements</i>	Amount to be reimbursed
Total Reimbursement:					

Submitted by: _____ Date: _____

Must be signed by one board member prior to submission to treasurer.

If over \$100.00 Committee Chair approval: _____ Date: _____

Executive Committee member approval: _____ Date: _____

Paid by: Check No. _____ Amount Paid: _____ Date: _____ Initials: _____

To submit by mail send to current Raindrop chapter president:

Betty Jean Kendall, 22770 SE 442nd Avenue, Sandy, OR 97055

