



Raincross Quilt Guild Reimbursement/Check Request Form

APPROVAL FOR EXPENSE MUST BE APPROVED PRIOR TO EXPENDITURE.

ORIGINAL RECEIPTS REQUIRED FOR REIMBURSEMENT.

RECEIPTS MUST BE ATTACHED TO THIS FORM.

Event for which expenses were incurred: _____

Approved by: _____

Submitted by: _____

PLEASE MAKE CHECK OUT TO: _____

(name)

Amount Requested	Description of Expense	Total

Please keep a copy for your records.

.....
(For Treasurer to Complete)

Check #: _____ Date: _____

Mailed or Delivered _____ updated 7/24