Mount Norris Scout Reservation Alumni Association, Inc.

REIMBURSEMENT REQUEST FORM

PURPOSE OF THIS FORM: Proper accounting procedures mandate that whenever possible association purchases should be paid by association check. However, when circumstances require an individual to purchase material or supplies in support of association official business this form documents those purchases and reimbursement of the same. Association checks will be made out to the individual submitting the request.

PERSON requesting reimbursement:

Description/justification of purchase(s). Include brief explanation and attach receipt(s) or copies of receipt(s).

Signature: Date:

Coordinating signature of board member(s) knowlegable of project for which donation(s) was made:

For Board's Use	
Date reimbursement made:	Association Check Number:
Expense category(s):	