

## Reimbursement Request Form

Please complete this for in full with appropriate signatures. Attach related receipts or documentation and submit to Treasurer for reimbursement.

NOTE:

A Committee Chairman or Board Liaison must approve all committee expenditures to receive reimbursement for association purchases.

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Expected Reimbursement Amount: \$** \_\_\_\_\_

Please circle appropriate group/committee:

ACC      Board      Communications      Landscape      Social      Swim/Tennis      Other

Event or Reason for Purchase: \_\_\_\_\_

\_\_\_\_\_

List Items Purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

### **APPROVED BY**

Committee Chairman: \_\_\_\_\_

**OR**

Board Liaison: \_\_\_\_\_

\_\_\_\_\_

### **REIMBURSEMENT**

**Check Number:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Date:** \_\_\_\_\_