



Request for Reimbursement - use top of this form when:

- Officer or committee member pays for an item or service out of his/her own personal funds.
- The expenditure is approved for reimbursement by the chair of the appropriate committee. This signed Request for Reimbursement represents that approval.
- Request for Reimbursement turned in to Treasurer with the receipt; check mailed to member.

Description of Item or Service	Amount	Budget Code (Treasurer only)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Submitted: _____ TOTAL: _____

Pay to the Order of: _____

Address: _____

City _____ State _____ Zip _____ Phone _____

Signature _____ WCR Position _____

Voucher/Authorization to pay – use lower part when:

- A member or officer contracts for an item or a service and obtains an invoice from the vendor.
- The expenditure is approved for payment by the chair of the appropriate committee, from which category the funds have to come out of. A signed Voucher represents that approval.
- Voucher is turned in to Treasurer with the invoice; check mailed directly to the Vendor.

Description of Item or Service	Amount	Budget Code (Treasurer only)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Submitted: _____ TOTAL: _____ Pd Credit Card _____

Pay to the Order of: _____

Address: _____

City _____ State _____ Zip _____ Phone _____

Signature _____ WCR Position _____

RECEIPTS OR VENDOR INVOICE MUST ACCOMPANY THIS FORM

Amount of Check: _____ Check # _____ Date Paid: _____ Initials _____