

## REIMBURSEMENT REQUEST

ONE CHECK PER VOUCHER

**SECTIONS A & B MUST BE COMPLETED IN FULL - NO EXCEPTIONS**

### SECTION A - TO BE COMPLETED BY MEMBER REQUESTING CHECK

<b>REQUESTED BY</b>		<b>DATE REQUESTED</b>	
<b>MAKE CHECK PAYABLE TO</b>			
<b>ATTENTION</b>			
<b>MAILING ADDRESS</b>			
<b>RECEIPT ATTACHED</b>	<input type="radio"/> Yes <input type="radio"/> No		

Greenfield, IN 46140

COMMITTEE/PROJECT	BUDGETED LINE ITEM/DESCRIPTION	AMOUNT
<b>TOTAL CHECK AMOUNT</b>		

**NOTES/COMMENTS**


**PLEASE HAVE THE COMMITTEE CHAIR SIGN FOR ANY EXPENSE RELATING TO A COMMITTEE OR PROJECT**

SIGNATURE	POSITION	DATE SIGNED
	Committee Chair	

### SECTION B - AUTHORIZATION (CHECK MUST BE APPROVED BY COMMITTEE CHAIR AND TWO BOARD MEMBERS)

SIGNATURE	POSITION (CIRCLE ONE)	DATE SIGNED
	PRESIDENT    PRESIDENT-ELECT    VICE PRESIDENT PAST PRESIDENT    SECRETARY    SERGEANT-AT-ARMS DIRECTOR    COMMITTEE CHAIR	
	PRESIDENT    PRESIDENT-ELECT    VICE PRESIDENT PAST PRESIDENT    SECRETARY    SERGEANT-AT-ARMS DIRECTOR    COMMITTEE CHAIR	

### SECTION C - TREASURER'S USE ONLY

TREASURER'S SIGNATURE	CHECK NUMBER	DATE ISSUED	ACCOUNT