



Reimbursement Form

Date:

Name:

Committee / Event:

Items Purchased:

Date	Vendor	Item Description	Item Purpose	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total:

Other Information or Comments:

Submission & Approval:

Signature of Submitter

Name of Board Member

Signature of Board Member

Date Paid: _____

Payment Information: _____

Instructions

All the sunken fields (date, name, committee, cells in the table etc) are fillable fields if you are using Adobe Reader or Adobe Acrobat. Simply click in one and type, use the Tab key to move between fields. The total value of the reimbursement will be auto-calculated. If you are using Preview you may be able fill out fields but the tab order may be strange and the auto-calculate will not work. You can also print out the form and fill it out manually.

List the committee and/or event the items were purchased for (e.g., Membership, Kickoff Party August 2013). For each item fill in the date the item was purchased, the vendor, a description of the item and its purpose, and its cost.

Example:

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Purpose</u>	<u>Cost</u>
1/1/13	Staples	dry erase markers	rehearsal whiteboard	\$6.99

When the form is filled out, use the Print Form button to print it (p1 only). Note, if using Adobe Reader you may not be able to save the form with the fields filled out but you can probably print it to a pdf (depending on your operating system). If you are using Adobe Acrobat you should be able to save the filled out form.

Attach receipts, sign the form and have a board member approve it. Give the form (with receipts) to the Treasurer for payment.