

FOOTHILLS CRAFT GUILD

REQUEST FOR REIMBURSEMENT

Reference Number: _____

To fill in form on computer: Click where you wish to type; key in your information. Press TAB to move to the next field. Use Acrobat's SAVE A COPY to save the file then print it out and send. See instructions below.

Member: _____ Merchant _____

Telephone: _____ email: _____

Description: _____

Receipts Attached: Yes: _____ No: _____

REVIEWED:

Treasurer

Date

G.L. Debits: _____ Pay by: _____

G.L. Credits: _____ Amount: \$ _____

ACTION:

Defer until: _____ Date Defer for documentation: _____ OK to pay _____ Initials

PROCESSING:

Check # _____ Date: _____ Signed By: _____ (Initials) Paid On-Line _____

NOTE: If your request is over \$100, you must get prior approval in order to be reimbursed. Email your request to rakupot@mindspring.com or write to Dick McGee at the address below. After receiving approval, submit your request using the form above.

Fill in the yellow area of the form above (on computer or by hand), **print it** out, and **send** a copy to
 Dick McGee
 398 Arnold Road
 Shelbyville, TN 37160-7301
 email rakupot@mindspring.com