

SECPTA CHECK REQUISITION / REIMBURSEMENT FORM

NOTES: Checks will only be mailed if requested. Otherwise, pick up at meeting or make arrangements with treasurer.
Submit expenses no later than 30 days after the event date.

Name:	
Email:	
Phone:	

Make Check Payable to:	
Mail Check to this Address:	
<input type="checkbox"/> mail check	

Date of Event	Description of Expense	Committee / Officer	Amount	Attached Original Receipt / Invoice?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

SUBTOTAL

Signature _____ Date _____

FOR TREASURER USE ONLY	
DATE PAID:	
AMOUNT PAID:	
CHECK #:	
BUDGET LINE REF:	