

VP Finance	
Treasurer	



College Park Athletic Association d/b/a Orlando Babe Ruth

Reimbursement Request Form

Please fill out the form in its entirety and attach all receipts.

1. Input full name of person being reimbursed and today's date.
2. Go through each receipt – circle the date, vendor and total.
3. Record each receipt on a separate line, noting which division/account it should be charged to, event name, brief description of purchase, \$ amounts.
4. All reimbursement requests must be pre-approved by VP Finance/Treasurer before reimbursement will be processed. Any missing information may delay reimbursement. You may want to keep a copy for yourself, too. Copies of receipts/invoices are acceptable to turn in.

Check to be payable to:

Today's Date:

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Receipt Date	Charge Category (Budget Category)	Description	Vendor	Total Amount

Comments: _____

Submitted By: _____

Contact info: _____

Board Member Use Only

Approved By:	
Check #:	
Check Amount:	