

**Staple receipts BEHIND this page *not before*** please on top left so that we can file!  
 please write your last name on each receipt

**TEMPLE BETH AM REIMBURSEMENT REQUEST**

<b>Check payable to:</b> <i>first name/last name printed please</i>	<b>Address if not on receipt or if</b> <i>check is going to a non-member</i>

	<b>Reimbursement or</b>	<b>Advance</b>	<b>Mail or</b>	<b>Leave in box (write in box name)</b>
<i>check appropriate</i>				
<i>boxes to right</i>				

Tax exemption applied to this purchase?   Y   N   - <i>please try to get for future large purchases by showing vendor the form on the back of this sheet</i>
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**You can submit up to 13** reimbursement requests and/or receipts with this one sheet even if it is for different events or budget lines. It saves all of us time and paper! Use “(copy marks) as needed below.

Event for which this item was purchased.	Committee or Budget Line paying for this ( <b>required</b> before we can reimburse you!)	Vendor name or number receipt and enter its number.	Amount on each receipt				
			\$0,	0	0	0	.00
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
		<b>Total of all receipts</b>	<b>\$</b>				

Approved \_\_\_\_\_ Check issued \_\_\_\_\_  
*Committee Chair or Executive Board Member*

Tax exempt form on back =>