



## Reimbursement or Check Request

Committee/Activity: \_\_\_\_\_

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Description:	Charge to:	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Total Expenses:	\$ _____

Make check payable to: \_\_\_\_\_  
(if different from above)

Approval: \_\_\_\_\_  
(Committee chairperson)

Distribute check as follows (check one):

- Please mail to: \_\_\_\_\_ (write address)
- Leave in office for pick up
- Put in swim team mail folder

Please attach a copy of all receipts and put in the Treasurer's Box.



For Treas. use: Date pd. \_\_\_\_\_ Check # \_\_\_\_\_ Amt. \$ \_\_\_\_\_ Initial \_\_\_\_\_  
Acct. #(s) \_\_\_\_\_