

Use this form to document Association expenses that were paid by individuals that do not have some other form of bill or invoice

Date of Expense	Description ¹	Amount to Reimburse	Purpose/Budget Category ²

Staple all original receipts to this form. Each receipt should be listed separately. In compliance with **the Associations** Accountable Reimbursement Policy, expenses without receipts must be separately addressed by the Treasurer.

- Note 1) The "Description" is to clearly identify the item(s) that was purchased
- Note 2) The "Purpose" is to identify the budget category for which the expense was incurred, such as "Office Expense" or "Postage" or "Maintenance", etc.
- Note 3) It is not intended to use this form to list items on a receipt. Separate items on the same receipt only if they are for different purposes. For example, if the receipt has 5 items purchased for office expenses and 1 item for postage associated with purchasing stamps, then the form should show two line items. One line for "Office Expenses" and a second line for "Postage and Shipping."

For a complete list of "Budget Categories," please refer to the annual Proposed Budget Report or contact the Treasurer to obtain guidance.

Payee Name
Requester Signature
Date

Approved for Payment: _____

Treasurer
Date

Payment Information: Amt. Paid: _____ Date Paid: _____ Check No: _____