friends of IVANHOE

Reimbursement

Friends of Ivanhoe
P.O. Box 39985 • Griffith Station • Los Angeles, CA 90039-0985

DATE:

MAKE CHECK TO (Full name & address): **PHONE NUMBER:** **EMAIL:**

DATE	DESCRIPTION	AMOUNT
	TOTAL	

All receipts must be taped to a second sheet of paper and stapled with this to be processed. The committee co-chair must be aware of the expenses being submitted. Please be specific in the description what the expense relates to such as Ivan-Hoe-down so we can accurately book the expense.

Drop off the completed reimbursement form in the FOI mailbox in the office. The FOI Treasurer will contact you once a check has been cut.

APPROVALS:	*FOI OFFICE USE ONLY:*
FOI Board President's or Treasurer's Approval	Check No.: _____ Date Paid: _____

Form updated 9.23.09