

FOOTHILLS CRAFT GUILD

REQUEST FOR REIMBURSEMENT

Reference Number: \_\_\_\_\_

To fill in form on computer: Click where you wish to type; key in your information. Press TAB to move to the next field. Use Acrobat's SAVE A COPY to save the file then print it out and send. See instructions below.

Member: \_\_\_\_\_ Merchant \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Description: \_\_\_\_\_

Receipts Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_

REVIEWED:

\_\_\_\_\_  
Treasurer Date

G.L. Debits: \_\_\_\_\_ Pay by: \_\_\_\_\_

G.L. Credits: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

ACTION:

Defer until: \_\_\_\_\_ Date Defer for documentation: \_\_\_\_\_ OK to pay \_\_\_\_\_ Initials

PROCESSING:

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Signed By: \_\_\_\_\_ (Initials) Paid On-Line \_\_\_\_\_

NOTE: If your request is over \$100, you must get prior approval in order to be reimbursed. Email your request to rakupot@mindspring.com or write to Dick McGee at the address below. After receiving approval, submit your request using the form above.

Fill in the yellow area of the form above (on computer or by hand), print it out, and send a copy to  
Linda Folks  
10004 Lechmeres Point  
Knoxville, TN 37922-5720