

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

(REV. 01/04)

# MEMORANDUM

From: LCCL Board of Directors member \_\_\_\_\_

To: LCCL Treasurer Via: LCCL President (your name)

SUBJ: REQUEST FOR REIMBURSEMENT

1. It is requested that I be reimbursed for the items shown on the attached receipt(s), which were purchased in my official capacity as \_\_\_\_\_  
(your position)

2. I have PRINTED my last name on all receipts stapled hereto, and have circled the following:  
DATE OF PURCHASE  
ITEM(S) PURCHASED (explain if unclear on receipt) AND COST  
TOTAL OUT-OF-POCKET COSTS (which will include the tax paid)

3. The TOTAL requested amount of reimbursement is \$\_\_\_\_\_. I understand this request and attached receipts will be placed in the file for audit.

(NOTE TO TREASURER: MY EXPENSE ITEMS FALL INTO THE CATEGORY CHECKED BELOW):

- FOR NEWSLETTER EXPENSES: (N11)POSTAGE, or (N12)ADMIN/SUPPLIES
- FOR GENERAL FUND EXPENSES: (G16)ADMIN/SUPPLIES
- FOR ENTERTAINMENT EXPENSES: (G17)ENTERTAINMENT
- FOR HOSPITALITY EXPENSES: (G18)HOSPITALITY
- OTHER (Indicate): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

TREASURER: ENTER THE FOLLOWING INFORMATION & FILE THIS MEMORANDUM.

LINE ITEM ( )	AMT PAID \$	REIMBURSEMENT AUTHORIZED:	_____
LINE ITEM ( )	AMT PAID \$		LCCL President's Initials
LINE ITEM ( )	AMT PAID \$		
LINE ITEM ( )	AMT PAID \$		

TOTAL AMOUNT PAID: \$\_\_\_\_\_ CHECK # \_\_\_\_\_

DATE: \_\_\_\_\_, 200\_\_\_\_\_

TREASURER: GIVE REIMBURSEMENT CHECK TO LCCL PRESIDENT TO DELIVER, ALONG WITH A BLANK MEMORANDUM FORM, TO PAYEE.

OFFICIAL BUSINESS - LAUREL COVE CIVIC LEAGUE