

Jonesboro Jaycees

Start Up Money Request Form/Expense Reimbursement Form

Date of Request: _____

Requestor Name: _____

Project: _____

Check Payable to: _____

	Description of Expense	Reason	Event Budget	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			<i>Total:</i>	

Authorization:

Project Chairman: _____ Date: _____

VP over project chairman: _____ Date: _____

Treasurer: _____ Date: _____

President: _____ Date: _____

This form is to be used for any allocation or reimbursement from the treasurer. Please attach all receipts to letter size paper and attach to this form. Summarize each receipt on this form, indicate which budget item it will be charged against, and total the amount to be reimbursed. Then obtain signatures from the appropriate members and present to the treasurer for reimbursement. The treasurer will verify the information and obtain the appropriate signatures on the check. Note that expenses will not be reimbursed if they are not approved in start up or if they exceed the budget.

Check Number _____

Check Date _____