



AMERICAN LEGION AUXILIARY Unit 60

CHECK / REIMBURSEMENT REQUEST

Date of Request: _____ Check Payable to: _____

Reimbursement Request

Prior approval for purchase must be approved by membership and all receipts submitted with request in order to receive reimbursement.

Check Request

Prior approval for purchase must be approved by membership and agreement to submit all receipts and monies not spent within 10 days of purchase in order to receive check.

Budget Expense Account: Fundraising, Postage, Supplies, Department Obligation, District Obligation, Program

Reporting Class: Administrative; Fundraising or Program: Americanism, Children & Youth, Community Service, Education, Girls State, Junior Activities, Membership, Poppy, Public Relations, VA&R

Receipt must accompany this form in order for disbursement to take place

Account	Class	Description	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: _____

Requested by: _____ Approved by _____
(Signature of Committee Chairperson) (Signature of President)

To Be Complete by Unit Treasurer

Approved by Membership: _____

Paid by check #: _____

Signature _____

Date: _____