Please fill out the form below. All receipts should be scanned and emailed to [geoddgraphy@gmail.com](mailto:geoddgraphy@gmail.com) along with the completed form. Please follow the guidelines for a successful and expedient reimbursement process.

|  |  |
| --- | --- |
| Date of Purchase |  |
| Budget Category† |  |
| Quantity |  |
| Submitted by |  |
| Phone |  |
| Email |  |
| Send Check to (name) |  |
| Address |  |
| City/State/Zip |  |

|  |  |  |
| --- | --- | --- |
| Description of Purchase(s) |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | | |
| Check Number |  | | Amount |  | Date |  |
| Budget Category | |  | | | | |
|  | |  | | | | |

†Please refer to the accompanying Budget Categories list for the most commonly used categories. Contact the Treasurer if you have any questions.