

Potomac View Decorative Artists Chapter Reimbursement Form

To receive reimbursement for your expenses, please print this page and then fill out the form in full, attach the appropriate, numbered, receipts and return it to the Treasurer for processing. You should receive your check in the mail within 10 days.

NOTE: No reimbursements will be issued without proper documentation.

Name (print): _____

Signature: _____

Day Phone: (_____) _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Date	Description	Amount	Receipt #
TOTAL			

For office use only

Check No.: _____
 Mailed: _____
 By: _____

Total: _____
 Posted: _____

Filename: Chapter Expense Report.doc
Directory: C:\Documents and Settings\07969.TELOS_CORP\Local
Settings\Temporary Internet Files\OLK48
Template: C:\Documents and
Settings\07969.TELOS_CORP\Application
Data\Microsoft\Templates\Normal.dot
Title: Potomac View Decorative Artisits Chapter
Subject:
Author: akissel
Keywords:
Comments:
Creation Date: 8/24/2002 9:44 AM
Change Number: 5
Last Saved On: 8/24/2002 9:52 AM
Last Saved By: akissel
Total Editing Time: 8 Minutes
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