

# NEWCOMERS CLUB OF GREATER PARK CITY REQUEST FOR REIMBURSEMENT / PAYMENT

DATE: \_\_\_\_\_

PAYMENT AMOUNT: \$\_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

Mailing Address or Venmo Account: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_

List Receipts:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

**TOTAL** \$\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**ATTACH RECEIPT(S) TO THE BACK OF THIS SIGNED FORM AND GIVE TO TREASURER**

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**FOR TREASURER'S USE:**

- Monthly Operating Expenditure within Budget     
  Self-sustaining Activity  
 Board-approved Expenditure – Date Approved \_\_\_\_\_

Date Posted
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Date Paid	Check Number or Attach Venmo Receipt	Amount

Budget Category	Amount