

SAMMAMISH KIWANIS

REQUEST FOR CHECK OR MEMBER EXPENSE REIMBURSEMENT

Instructions: Use this form to initiate and document a disbursement from Club or Foundation funds when an invoice or other disbursement documentation describing the transaction is not available. Give the completed form to the treasurer for disbursement action. *Please attach any receipts to this form.*

Pay to _____

Amount \$ _____ . _____ Date _____

Purpose of expenditure:

Charge to:

Foundation Account

Admin Account

Please attach receipts to this form

For Treasurers Use:

Check # _____ Amount \$ _____

Date Check issued: _____ Foundation Admin

Budget Category: _____