

**REQUEST FOR REIMBURSEMENT
OR CHECK**

DATE: _____

REQUESTOR NAME/ADDRESS: _____

DESCRIBE REQUEST: (also attach receipt(s))

SIGNATURE OF REQUESTOR: _____

APPROVAL(S)* : _____

DEEMED COMPLETE& DATE: _____
(treasurer or assistant)

Account to be posted to # _____

- One or more approvals is required.
- Approval is first from program lead (if appropriate); and then secondly from junior warden, senior warden, or rector.