

BNC PHOENIX CHAPTER REIMBURSEMENT FUND

Attach Original Receipt with Amount(s) Circled

Name (please print)

Address:

City:

State:

Zip:

Phone#

Email:

In lieu of reimbursement, if you would like to make this a donation, it would be greatly appreciated

Purchasing Category:

Bulletin Presidents Campaign Community Outreach Study Groups

Fundraising Summer Camp Treasurer Membership Website

Executive Vice Presidents Tributes & Donations Strategic Planning &

Leadership Book & Author

Describe Purchase (Be Specific) If applicable, name of event:

Printing:

Rentals:

Postage

Decorations

Food & Beverage

Other

TOTAL

Please submit to Vice President/President for Approval

For treasurer's Use Only:

Date: Amount: Check Number:

Instructions for Committee Chairs and members:

Please send the completed form and receipts to the appropriate Vice President for approval and signature who will then send to treasurers for reimbursement.

Instructions for Exec Committee and Board Members:

1. Please send all approved expense forms and receipts to treasurers for reimbursement.
2. If a non-budgeted item is under \$100 submit to presidents for approval
3. Any non-budgeted item over \$100 must be submitted to Executive Committee for discussion at the next Executive meeting. If approved, it will then go to Board for final approval.

GENERAL FILING INSTRUCTIONS

Once the reimbursement form is completed and the appropriate approvals received, please scan the form and all receipts (with items for reimbursement circled) and email to either:

Joan Davis Davis6j@gmail.com

or

Bonnie Furst jjsgrandma32@gmail.com

If you cannot scan, please do the following:

1. After you've filled out the form press 'Save As' and give it a new name, retaining the .pdf suffix.
2. Press Print – in the dialog box choose .pdf as the printer.
3. Save to your computer.
4. Email it to Joa or Bonnie.

Remember that you can take a photo of your receipt and email that to the treasurers along with the filled form.

Alternatively, the completed form with appropriate approvals and all receipts with your name on them (and items for reimbursement circled) can be mailed to either:

BNC Treasurers

P.O. Box 13775

Scottsdale, AZ 85260

PLEASE BE SURE TO FILE FOR REIMBURSEMENT WITHIN 2 WEEKS
OF INCURRING THE EXPENSE