RRNDOC Expense Reimbursement Request Form

RRNDOC will reimburse club members for authorized purchases made on behalf of the club. Regular purchases for routine supplies (see below) do not require preauthorization but non-routine purchases should have preauthorization by at least 2 board members in order to guarantee reimbursement. Purchases of items of a value of more than \$100, or related items totally a value of more than \$100, require majority board approval. All requests for reimbursement must be accompanied by the store receipt and be submitted within 4 months of the purchase.

Example of Routine Supplies	nple of Routi	ine Supi	olies
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Training Supplies: Folders, AKC material, Treats, Collars, Leashes

Office Supplies: Paper, printer cartridges, business cards

Cleaning Supplies: Soap, disinfectant, paper towels, toilet paper

Vending: Pop, chips

Requestor:		Date:	Date:		
Date of Purchase	Paid To	Description of item	Amount Paid		
		Total Amount Paid	d:		
Additional Con	nments:				
	*** Please place of	ompleted form in the Treasurer's inbox. **	k		
To be filled out b	y Treasurer: Check #				