

REIMBURSEMENT REQUEST

Libertyville Junior Women's Club

NAME:

ADDRESS:

PHONE

EMAIL

DATE:

Approved by

Chair:

EVENT:

CHECK # Given:

DATE	DESCRIPTION	COST	TOTAL
TOTALS			

ATTACH RECEIPTS

Approval Needed by Committee Chair within 30 days of incurring expenses

Committee Chair has 5 business days to submitted authorized form with receipts to Treasurer for payment