

{ Dana Association }

REIMBURSEMENT REQUEST

The purpose of this form is to request reimbursement from the Dana Association for **approved** allocations. It is important to know your committee's approved budget for the current year. You must stay **WITHIN** the approved line item. Requests for additional funds must be made at an Association meeting and approved prior to request or disbursement. Please allow up to 2 weeks for processing.

IDENTIFY COMMITTEE/ EVENT:

- ___ Administrative
- ___ Bake Sale
- ___ Book Fair
- ___ Hospitality: _Welcome/ _Luncheon/ _Mtgs
- ___ Incredible Kid Week
- ___ Jogathon
- ___ Logowear
- ___ Misc.
- ___ Red Ribbon
- ___ 6th Grade Promotion/Field Day
- ___ Recognition: _Volunteers/ _Partners
- ___ Student Planners
- ___ Variety Show

CONTACT

Person Submitting Request

Date Submitted

Committee Chair's Name

- This expense has been approved by the Dana Association.**
- This expense is within budget.**
- All receipts and/or invoices are attached (required).**

DESCRIPTION *(from receipts/invoices)*

AMOUNT: Current Budget: \$ _____ **Total for this request: \$** _____
May take up to two weeks for processing. If payment is needed by a certain date, please indicate: _____

MAKE CHECK PAYABLE TO _____
MAILING ADDRESS *(If appropriate OR instructions for payment delivery).*

SIGNATURE

Signature

Date

FOR ASSOCIATION USE ONLY:

Signature & Date received/reviewed by President: _____

Signature & Date received/reviewed by Treasurer: _____

amount: _____

check #: _____