

## SLJC Sisterhood Reimbursement Form

Please use this form for Sisterhood Board Expenses and Events

*Note: For Games Galore Reimbursements please fill out Games Galore specific form*

**(MUST BE ACCOMPANIED BY RECEIPTS)**

NAME \_\_\_\_\_ Date submitted \_\_\_\_\_

Overhead Expense \_\_\_\_\_ (Name and Date)

Hospitality \$ \_\_\_\_\_

*(please list monthly meeting expenses under monthly programs)*

Printing \$ \_\_\_\_\_

Purchases/Supplies \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Monthly Programs \_\_\_\_\_ (Name and Date)

Speaker gift/honorarium \$ \_\_\_\_\_

Flowers \$ \_\_\_\_\_

Hospitality \$ \_\_\_\_\_

Event Name \_\_\_\_\_ Date \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

**If more than one person is running an event, one person should be responsible for coordinating all the receipts. That person should send an expense report showing who bought what and who gets reimbursed for each purchase.**

***IN ORDER TO BE REIMBURSED, PLEASE COMPLETE FORM AND REMIT WITH ALL RECEIPTS TO Co-TREASURER LOIS GARBER, 24111 S. AGATE DRIVE, SUN LAKES AZ 85248. For questions please contact Lois Garber at 440-666-9460.***