

RETURN OF FUNDS TO TREASURE

Todays date mm-dd-yy: _____

Position /Sub-Committee: _____

Person Returning Funds: _____

AMOUNT RETURNING \$\$

LIST DETAILS FOR EACH RECEIPT (STORE / AMOUNT)

RETURN TO THE TREASURE THE FUNDS THAT WERE NOT SPENT. PLEASE INCLUDE RECEIPTS TO SHOW AMOUNT THAT WAS SPENT AND THE AMOUNT WHICH YOU'RE RETURNING. YOU'LL RECEIVE A RECEIPT FROM TREASURER'S RECEIPT BOOK. INITIAL NEXT TO AMOUNT AT THE TIME YOU PICK UP YOUR RECEIPT

REQUEST FOR REIMBURSEMENT

Todays date mm-dd-yy: _____

Position /Sub-Committee: _____

Person Requesting Funds: _____

AMOUNT REQUESTING

REASON (GAS / REGION ROOMS / COPIES / OVERAGE / ASC EXPENSE)

RETURN TO TREASURER FOR FUND DISBURSEMENT

PLEASE LIST EXPENSES IN DETAIL THAT YOU ARE ASKING REIMBURSEMENT FOR. IT IS MANDATORY TO INCLUDE ALL RECEIPTS FOR A REIMBURSEMENT AMOUNTS OVER APPROVED BUDGET MUST BE APPROVED ON THE ASC FLOOR IN THE FORM OF A MOTION