

BRILLANTES CAMINANTES

Request for Reimbursement

Date entered into accounting system _____

Print and complete by hand, or you can download the free Acrobat Reader DC application, which will allow you to open and complete this request using the "Fill and sign" tool. There is a guide to using this

Requested by/ Payable to			
Email			
Date requested:	Total amount requested: \$		

tool at <https://helpx.adobe.com/es/reader.html>

Date	Description of expense/purpose	Amount	Treasurer completes with accounting line item
Total \$			

Be sure to attach receipts or invoices to this form. You can scan and email to
Bricamtreasurer@yahoo.com

Received by: _____ Date _____

Amount paid: _____ Date paid: _____ ☐ Check # _____ ☐ Petty cash