Temple Beth Or

For Treasurer's use only	
Check #	Date:

Expense Reimbursement/Purchase Request Form

Use this form to obtain reimbursement for monies already spent on TBO supplies, equipment, etc. or to request money for purchase of supplies, equipment, etc for TBO. ***Reimbursements must be authorized*** *by your Committee Chair or other authorized person. Please attach any receipts, bills, checks, estimates, etc.*

Today's date _____

Amount	***Item(s)***	***TBO account #***
$ _____	for _____	_____
$ _____	for _____	_____
$ _____	for _____	_____
$ _____	for _____	_____
$ _____	for _____	_____
$ _____	***Total***	

This is a request for: **(check <u>one</u>)**

- ☐ reimbursement (receipts/bills attached)
- ☐ check for purchase(s) or payment

Make check payable to: _____

- ☐ leave check in mail slot in TBO office, labeled:
- ☐ give to Temple member requesting money
- ☐ mail to: _____

To be completed by a Governing Board or Committee Chair Person

Authorized by: _____ **Committee:** _____
Signature

Print Name: _____