



ALAMO WOMEN'S CLUB

Expense Reimbursement Form

Mail to: PO Box 151 Alamo Ca 94507

Please complete the following information, attach receipts and submit to the treasurer for processing. Checks are written on the 1st and 15th of each month.

Date:

Requester BY:

Requesting

	Check			Charge Payment					

Payable to:

Mailing Address

Approved

Description	Budget Category	Amount
Total		\$ -

This form is to be used for expenses you purchased for AWC or charges you need AWC to pay directly to a vendor via check or charge card. Example AWC is taking a tour of a garden and it needs to be paid before the tour. Submit this form to the treasurer and process the checks thru the financial secretary. AWC will pay the venue directly. If you are heading a special event this form must be used prepaying expenses. Please contact treasurer if you have any questions.

