



REIMBURSEMENT REQUEST

Rev 3/2016

Payable To: _____ DATE: _____

Address: _____

ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS FORM

For reimbursements in excess of \$100, an Executive Committee member other than the Treasurer must also give approval for the reimbursement

Place of Purchase	Item Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

CHARGE TO:

- Match (Name): _____
- Range Maintenance (road maint, target frames, fertilizer, lime, seed, building maint, workday supplies)
- Equipment Maintenance & Repair
- Gate Maintenance / Gate cards
- Classes & WOT programs: _____
- Junior Programs: _____
- Security System, Satellite, Internet, Domain fees: _____
- Administrative Costs: (printing, postage, affiliations, secretarial supplies)
- Logo Apparel
- Club Picnic
- FONRA, NRA/ILA, other: _____
- Other: _____

I SWEAR THAT THE ITEMS LISTED ON THIS FORM WERE PURCHASED FOR THE SOLE USE OF THE PALMETTO GUN CLUB.

SIGNED _____

For reimbursements in excess of \$100, an Executive Committee member other than the Treasurer must also give approval for the reimbursement:

EC Member Signature: _____ Print Name: _____

Office use:
Date paid: ____/____/____ Check number: _____ Check amount: \$_____
Paid by: _____