



Amery Woman's Club

PO Box 94 - Amery, WI 54001

Expense Reimbursement Request Form

NOTE: The ORIGINAL receipt, invoice or cash register receipt from the vendor **MUST be submitted along with this request for reimbursement. Whenever possible, please ask the vendor to send the invoice to the AWC, PO Box 94, Amery, WI 54001.**

Fiscal Year: _____

Name: _____ Date: _____

Reimbursement Amount Requested: \$ _____

Project/Program to Charge: _____

Purpose of the Expense: _____

Was the expense pre-approved by the Board? Yes _____ No _____ If no, please explain:

Additional Comments:

Approved by Committee Chair: _____ Date: _____
(Signature)

Approved by AWC President: _____ Date: _____
(Signature)

Date Paid: _____ Amount Paid: \$ _____ Check Number: _____

Treasurer's Signature: _____

Per Amended By-Laws (Aug 16, 2015):

Section 11. Any established function of the organization, that needs money, must present in writing for approval, a budget proposal to the executive board no later than the October meeting.

Section 12. How the budgeted money will be spent must be included in the proposal. For non-budgeted expenditure or collection of expenditures that are in excess of \$100, the prior approval of the executive board is required. Request for approval must be made to the treasurer or president, at least 5 business days prior to the expenditure of the funds. Executive board members may vote in meetings, via email, or by phone for approval of budget proposals.

(Approved 2 Aug 2016-AWC Executive Board)