



Request for Reimbursement of Expenses Form

The request for reimbursement form was created to reduce the financial time burden on members. **You need to get approval in advance of making any purchases and obtaining receipts and should arrange to be invoiced whenever possible.** Please complete the details of the request below and submit it to the treasurer. Once the request has been authorized, the treasurer will reimburse the funds within 7-10 business days of the request. Please only have Little League items on the receipt; personal items should be purchased separately.

Details of the Request (ATTACH ALL RECEIPTS TO THIS FORM)

Activity/Purpose & Goods/ Services Provided	Supplier/Store	Total Amount

Amount to be paid to:	<small>Must be signed by the person requesting funds to be paid.</small>
Print Name:	Signature:

Total Amount Reimbursed:	
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President's Approval	
<small>This must be signed to get a reimbursement.</small>	
Signature:	Date

For Treasurer use only:	Date:
Amount paid:	Check No. issued: