

Reimbursement Request & Deposit Form

Funds requested from, money remitted to, and in-kind donations to Business and Professional Women/VT Inc. must be accompanied by this form. Invoices or receipts must accompany all requests for reimbursement. **All requests must be in submitted within 30 days of event or program, or by June 30th to Michelle Thibault-Hatch at thibaultm@comcast.net or P.O. Box 2107, Milton, VT 05468.** Please retain a copy of this form and any supporting documentation for your files.

Transmittal date:

<i>Income or Expense?</i>	<i>Line Item in Budget</i>	<i>Receipt/Invoice attached?</i>	<i>Amount</i>
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
<i>Total</i>			

Payment to be issued to:

<i>Name</i>	
<i>Company</i>	
<i>Mailing address</i>	
<i>Phone or Email</i>	

For Treasurer's use only:

<i>Check number</i>		<i>Funds Deposited</i>	
<i>Date</i>		<i>Deposit date</i>	
<i>Code</i>		<i>Code</i>	

Please note that all reimbursements over \$250 must have signatures of both the Treasurer and Finance Chair on the check, and that all reimbursements regardless of size must be approved by the President.

Danielle Martel, President

Michelle Thibault, Treasurer

