

## 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 30<sup>th</sup> to Michelle Tarryk at [michelle.tarryk@neklsvt.org](mailto:michelle.tarryk@neklsvt.org) or at NEKLS, 55 Seymour Ln., Newport, VT 05855.** 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/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.

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Alice Kitchel, President

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Michelle Tarryk, Treasurer

