Rancho Buena Vista Band and Pageantry
Reimbursement Request

Date: _____ Total amount of check:
(attach receipt)

Issue a check payable to: _____

Check requested by: _____ Date:

Brief description of what the reimbursement is and what it is for:

_____

_____

_____

Request must be pre-approved/approved by Executive Board before reimbursement can occur.

Check # _____

Approved by: _____ Date: _____

Itemized Expense Report

Date	Description/Vendor Name	Event	Amount