

FN Brown SCA Reimbursement Form

All receipts which will require reimbursements should be first provided to the Committee Chair for approval and submission. *Checks will not be issued to anyone without the committee's chair approval.* Committee Chair then should submit the form to the SCA Treasurer within **two weeks** of the event for which the transaction occurred.

Today's Date: _____

Name of Person Being Reimbursed: _____

Committee's Project or Event Name: _____

Amount of reimbursement: \$ _____

Address: _____

Phone number: _____

Please fill out this form completely and staple receipts to the back.
Make sure to keep copies for your records.

Return to Janice Garthwaite – 209 Fairview Avenue, Verona

If you have any questions, please call Janice at 973-768-1291 or
janicegarthwaite@gmail.com.

For Treasurer's Use ONLY

Date Received: _____

Date Check Provided: _____

Check #: _____