



## Request for Check Disbursement and/or Reimbursement

This form is used to have a check sent to a vendor or to request payment of an individual expense. Please use EVENT FINAL ACCOUNTING to report the completed income/expense of an event.

(Use Tab key to complete shaded portions, or print and complete legibly by hand.)

Event			
Event Date			
Requestor's Name			
Address			
City, St, Zip			
Phone			
email:			
Make check payable to			
Mail check to:	Requestor	Other:	
	Address on Invoice		

Expense	Explanation	Amount
<b>TOTAL</b>		

- ✦ Illegible requests and requests missing receipts and/or explanations will be returned unpaid.
- ✦ Reimbursements must be approved by appropriate board member or event chair. Funds cannot be issued without an approval signature.
- ✦ Receipts must accompany reimbursement requests. *(If no receipt available, please give explanation.)*
- ✦ Request may be mailed directly to the chapter treasurer.  
BMW CCA, Los Angeles, c/o Brian Thomason, 866 Linden Cir, Thousand Oaks, CA 91360

Approved by: \_\_\_\_\_

*Signature* *Printed Name*

Date Submitted: \_\_\_\_\_

Treasurer's Use Only \_\_\_\_\_