BMW CCA, Los Angeles Chapter

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

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

Expense	and Explanation	Amount
	TOTAL	

- Reimbursements must be approved by appropriate board member or event chair. The treasurer cannot issue funds without appropriate approval.
- Receipts must accompany reimbursement requests. Missing receipts require explanation.
- Illegible requests and requests missing receipts or explanations will be returned unpaid.
- Mail completed requests to: BMW CCA, Los Angeles
  c/o Steve Potter, 495 Gatewood Lane, Sierra Madre CA 91024

Approved by: _____ _____

Signature *Print Name*

Date Submitted: _____

Treasurer's Use Only: _____