



DISBURSEMENT FORM

Only expenses for Association activities approved in the Annual Budget are eligible for reimbursement and such requests must follow the procedures set forth on this form. All expenses must be approved by the appropriate committee or project chair, who must also sign this form along with the member seeking reimbursement.

Expenses for any non-budgeted activity **MUST** receive *prior* Executive Board approval before such is incurred or *no reimbursement* for it will be made. All requests for reimbursement **MUST**:

- 1) Be submitted to the Treasurer on this form, and
- 2) Include all *original* receipts stapled to the upper right hand corner, and
- 3) Be submitted within **30 days** of incurring the expense, and
- 4) **No taxes** will be reimbursed for any submitted expenses (request Sales Tax Exemption form from Treasurer *before* incurring expenses)

Please allow up to 2 weeks for check to be issued and mailed.

Person Requesting Check:	Date Submitted:	<i>Treasurer Use Only</i>	
Committee/Activity Name (Only one per disbursement form)		Budget Category:	
		Date Received:	
Itemization of Expenses	Amount	Date Paid:	
	\$		
	\$	Check Number:	
	\$		
	\$	Budget Year:	
Total	\$		
Requestor Signature: *		Notes:	
Committee Chair Signature:			
Payee Name:	Payee Phone #:		
Payee Mailing Address			

****Requester's signature above certifies expenses submitted with this form were incurred for the stated TCMGA activity and were used exclusively for that purpose.***