

# FALA VOLUNTEER CORP REIMBURSEMENT FORM

This form is to be filled out and submitted to the FALA Volunteer Corps Treasurer if you are requesting money to cover approved expenses you have paid for out of pocket.

All requests must include a receipt or invoice. This form will not be processed unless it is signed by the FALA Volunteer Corp Treasurer.

**DATE OF REQUEST:**

**PAY TO THE ORDER OF:**

**MAIL CHECK TO THIS ADDRESS:**

ITEM DESCRIPTION	TEAM*	AMOUNT

\*Are these funds specific to a team? If so, list the team or event.

**TOTAL AMOUNT DUE:**

**REQUESTOR'S PRINTED NAME:**

**REQUESTOR'S SIGNATURE:**

**SIGNATURE OF FALA VOLUNTEER CORP TREASURER:**