Dallas Junior Forum

EXPENSE REIMBURSEMENT / CHECK REQUEST FORM

SUBMIT TO:
Treasurer
Dallas Junior Forum, Inc.
5930 LBJ Freeway, Suite 350
Dallas, TX 75240

Date: _____ **Donation: Yes** _____ **No** _____

Amount: _____ **Budget Category:** _____

Explanation: _____

_____

Budgeted or Non-budgeted? (Circle One) Pre-approval for non-budgeted _____

Payable to: _____

Address: _____

Submitted by: _____

_____ _____

Team Leader/Committee/Service Chair **Date**

_____ _____

President or President Elect **Date**

Treasurer Review: _____ _____
Date

Please attach all applicable invoices/receipts to the BACK of this form and submit with a stamp to the above address. For an expense to be reimbursed or for a donation to be recognized with a letter for tax deduction documentation purposes we must have:

1. Signed approval from the Team Leader or Committee/Service Chair AND the President or President Elect;
2. All relevant receipts.

THANK YOU!

JUNIOR FORUM