



## *Fenwick Mothers' Club Reimbursement Form*

*This form should be completed and sent along with receipts (copies are acceptable) to the Mothers' Club Treasurer with a copy of form to committee chairperson no later than two weeks following the event/project. If you want an invoice paid directly to the vendor, you do not need to complete this form. Simply send invoice to treasurer with description of project expense and check will be sent directly to vendor.*

*Mail to Treasurer: Maggie McGarel, 5024 Woodland Avenue, Western Springs, IL 60558*

*Today's Date*\_\_\_\_\_

*Event Name & Date:*\_\_\_\_\_

*Requestor Name:*\_\_\_\_\_

*Make Check Payable to:*\_\_\_\_\_

*(if different than above)*

*Mail Check to this Address:*\_\_\_\_\_

*Items Purchased (see example):*

<u><i>Vendor</i></u>	<u><i>Description</i></u>	<u><i>Amount</i></u>
<i>(Ex.) 1. Michaels</i>	<i>Ribbon for centerpieces</i>	<i>\$29.42</i>

*Total to be reimbursed: \$*\_\_\_\_\_

*For Treasurer Use Only: Reimbursed on* \_\_\_\_\_ *Check Number* \_\_\_\_\_ *Account* \_\_\_\_\_