2017 - 2018 GENERAL EXPENSES REIMBURSEMENT REQUEST

Reimbursement request must be submitted no later than 6/15/2018

All expenses over $50.00 must be approved by the Board of Director or the Chair of the Event
(all receipts must be attached)

Name: Please print clearly			Date request
Address	**City**	**State**	**Zip Code**
Email Address		**Telephone**	

Description of Goods or Services procured		Amount
Event -		
	Total Amount Requested:	

Signature: _____
Event Chair

Signature: _____
Person making request

Please mail or email completed form to:
Oregon Skating Council, Attn: Karen Wu
10725 NW Thompson Rd.
Portland, OR 97229
Email: treasurer@oregonskating.org

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For office use only:

Total Amount Approved: _____ **Check#** _____ **Dated** _____