

DPC - REQUEST FOR REIMBURSEMENT FORM

By the Thursday Before the Committee Meeting (Committee meets on the 3rd Tuesday of the month)

(extra copies of this form can be obtained on the web site www.drummoyne.org.au)

Posted by (name)	Receipt Date	Budget Category	Description	Total Amount (incl GST)	GST	Cheque to...	Authorized

0.00

The name of the person to whom the cheque will be returned. It will be your responsibility to then pay the debt.

The name to write on the cheque.

- * If this a reimbursement for an expense you have incurred, the cheque should be made out to you.
- * If this is a bill that has not been paid, the cheque will be returned to you. It is your responsibility to pay the bill.
- * **Payments must be approved by the Committee (or the Chairman) beforehand. Please don't buy something and then expect the Committee to approve it.**

