



**LAKOTA EAST UPBEAT CLUB
REIMBURSEMENT / PAYMENT FORM**

INSTRUCTIONS:

1. Complete the form as indicated.
2. Attach invoices (bills/receipts/purchase orders) to completed form.
3. Bills or receipts are required for reimbursements. Make a copy for your own records before submitting. Refer to LEUC spending policy for a complete set of guidelines on expenditures.
4. Submit at monthly LEUC meeting, US Mail or Email to:

LEUC
PO Box 1686
West Chester, OH 45071-1686
treasurer@lakotaeastbands.org

DATE OF REQUEST: _____

NAME: _____ COMMITTEE: _____

PHONE: _____ ACTIVITY: _____

ADDRESS: _____

MAKE CHECK PAYABLE TO: _____

REIMBURSEMENT / PAYMENT DETAIL:

DESCRIPTION:	AMOUNT:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL: _____	

For Treasurer's Use: Check # _____ Check Date: _____

Account Description _____