



Our Lady's Guild REIMBURSEMENT REQUEST 2023-2024

Return the completed form and receipts and/or supportive materials as noted below:

- Complete form, attach receipts (copies okay, cross out any credit card info) and mail directly to
Our Lady of Joy Catholic Church
Anne Koman, OLG Treasurer
PO Box 1359
Carefree, AZ 85377 -or-
- Complete the form, scan form and receipts and send to OLGtreasurer@outlook.com -or-
- Using the Word version, complete the form on your computer. Take a photo on your cell phone of your receipts. Send all directly to OLGtreasurer@outlook.com -or
- Drop off form and receipts at the church office to be placed in OLG mailbox

Date submitted _____ Requested by _____

Phone _____ Email _____

This is a request for reimbursement for monies spent – receipt/s attached

EXPENSE DETAILS

A separate request must be submitted for each budget category. Example: 'General Meeting' and 'Directory' are two separate budget categories and would require separate requests.

Date request submitted _____ Amount Requested \$ _____

Please make check payable to _____

Mail to: Name _____

Address _____

Note each individual expense below. Continue on a separate sheet if needed.

Vendor	Date	Amount	Description

Total amount requested \$ _____

Please do not write below-----

Rec'd by Treas. _____ Date approved _____ by _____

Processing: Ck request to OLJ (date) _____ **Budget category** _____

Treasurer's signature _____ Notes 7260R