



Member & Employee Reimbursement or Charge Form

Date: ___/___/___

Name: _____ AYC #: _____

Action Requested:

Reimburse me for these club expenses I incurred for the Club by...

Reimburse with a check

Credit my AYC account

Submit receipts for purchases on an AYC store account, credit card, or online account.

Account #: _____

Event or Purpose: _____

~~~ Please attach receipts to this form ~~~

Vendor: \_\_\_\_\_ \$ \_\_\_\_\_

Vendor: \_\_\_\_\_ \$ \_\_\_\_\_

Vendor: \_\_\_\_\_ \$ \_\_\_\_\_

Vendor: \_\_\_\_\_ \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Check requests require board member approval and checks require two board member signatures.

|                                     |
|-------------------------------------|
| Approved for payment                |
| _____<br>General Manager            |
| _____<br>Board Member Authorization |
| G/L Account Code: _____             |