COMPASS CLUB

EXPENSE REIMBURSEMENT FORM

DATE_____

COMMITTEE_____PROJECT_____

CHECK PAYABLE TO:_____

Please use a separate reimbursement form for each project (for example, Table Décor – use one per month)

ITEMS PURCHASED			COST

TOTAL AMOUNT REQUESTED _____

Office use only

Check #_____ Date Paid _____

Treasurer's Initials _____