

Sun City Texas Visual Arts Club & Photography Club

REQUEST FOR REIMBURSRMENT

I request reimbursement for the following expense(s):

Receipt(s) or form(s) are attached to this request:_____

Receipt(s) or form(s) are not attached to this request because:_____

Total amount requested:_____

Make check payable:_____

SIGNED:_____ DATE:_____

For requests under \$200,00, this request must be authorized and signed by an **ELECTED** member of the VAC board. (President, Vice President, Secretary or Photography Club representative). This form **MUST** be authorized before submission to treasurer.

Requests for over \$200.00 require Visual Arts Club Board approval and must accompanied by the minutes approving the expenditure.

AUTHORIZED BY:_____ DATE:_____