

Temple Beth Sholom
1809 Whitney Avenue
Hamden, CT 06517-1401
Phone (203) 288-7748

REIMBURSEMENT FORM

FILL OUT (on line), print, STAPLE INVOICE OR RECEIPT, Return to Barbara Varga in the Temple Office
To receive payment, June expenditures must be submitted before July 31st.

Expenditure Date: _____ Date of Request: _____

Amount: _____

Budget Line: _____

Description of Purchase: _____

Reimbursement Paid To: _____

Phone: _____ Email: _____

Check one: I will pick up the check in the office Mail check to payee's address

(Address, if applicable) _____

Requested by: (Print) _____

Approved by: (Print) _____

(Officer/Committee Chair - Signature): _____ Date: _____

OFFICE USE ONLY

PAID BY CHECK # _____

DATE: _____

CHECK SIGNED BY: _____

To Request Reimbursement:

When requesting payment of an invoice or reimbursement for monies spent, a reimbursement form must be completed.

Reimbursement forms are in a file in the rack near the fax machine and on our website. Please complete and give to Barbara for payment.

The treasurer signs checks on or around the 1st and the 15th of the month. To ensure your check is not delayed, the request must be submitted to Barbara beforehand.

End of the Year Reimbursements:

June 30th deadline

As the end of the fiscal year draws near, all requests for payment of invoices for the current fiscal year must be submitted by July 31st

If any invoices, dated before June 30th are submitted after July 31st, the board of directors must approve for payment.

If you have any questions, please contact me.

Thank you,

Barbara Varga
Office Manager/Bookkeeper