



PROCEDURE FOR REIMBURSEMENT

1. Please fill out the "Authorization for Reimbursement" form. Attach all receipts.
2. Give it to the Club Service Chair, so it may be approved for payment.
3. Once approved by the Club Service Chair and the Foundation Finance Chair, a check will be issued by the Foundation Treasurer.

AUTHORIZATION FOR REIMBURSEMENT

Name: _____

Date: _____ **Amount Requested:** _____

Fundraiser or Service Project this request supports: _____

Itemized List of Expenditures:

(Please attach all receipts for the items – use reverse side for additional items)

Date:	Item:	Amount:

Total: _____

Signature: _____

Approved by Club Service Chair: All expenditures are eligible and were carried out for the purposes of the above identified fundraiser/service project.

Signature: _____

Date: _____

Approved by Foundation Finance Chair:

Signature: _____

Date: _____

Check #: _____ **Date of Check:** _____ **Treasurer:** _____

*Zonta Cheektowaga-Lancaster Foundation, Inc. is a 501(c)(3) charitable organization under the United States Internal Revenue Code. Contributions are tax deductible to the extent allowed by USA law. ID No.81-1186687