

**TEMPLE BETH TORAH
REQUEST FOR REIMBURSEMENT**

This form is to request reimbursement for expenses incurred by an individual on behalf of Temple Beth Torah. It must be approved by **one** of the following Board members: President, Treasurer, Director of Operations before submitted for payment. The Board member will submit it to the office for payment.

Name of Person (please print) requesting reimbursement: _____

Amount requested for reimbursement: \$ _____

Purpose of purchase(s) - brief description of program, service, activity, etc. and attach receipts

Please list store(s) where item(s) were purchased

Make check payable to: _____

Signature of requestor: _____

Date of request: _____

Signature and title of person approving the request:

Date approved: _____