FLORENTINE PLAYERS

REIMBURSEMENT REQUEST FORM

(Request must be submitted 30 days after completion of project (ex: melodrama) or date of purchase for non-project items (ex: office supplies).

DATE:_____

******SUBMIT FINAL REQUEST TO TREASURER:**

******Project Manager's Name**_____

VENDOR	PROJECT (Melodrama, Garage Sale, etc.)	LINE ITEM (Costumes, props, etc.)	AMOUNT
		TOTAL	0

Submitted by:_____

Mail check (for reimbursement) to:

Name_____

Address

(City/State/Zip)_____

RULES:

1. ****Project Manager is the individual designated to oversee expenditures for a specific project (ex: Melodrama). In the absence of a Project Manager, the President is the official contact. You **do not need** this individual's approval PRIOR to expenditure if within budget. EXCEPTION: SEE #2
2. **All expenses must be within budget (contact your Project Manager or President regarding budget). Any EXPENSES exceeding 10% of budget must be approved IN ADVANCE by the Board.
3. Items NOT included in any budget must be pre-approved by the Board of Directors.
4. ALL requests for reimbursement MUST be accompanied by receipts or copies.

Do not write below this Line

APPROVALS:	PM:	TREASURER	**E-Mail Approvals**
DATE(S):			**accepted**