

# GRAD NIGHT 2015

## Reimbursement Request Form

Budget Category: \_\_\_\_\_

(Administrative, Site, Decorations, Food, etc.)

Expense Items: \_\_\_\_\_

Committee Chair Approving: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ (Please attach receipt)

Make Check Payable To: \_\_\_\_\_

Mail Check To: \_\_\_\_\_

### IMPORTANT NOTES:

- All reimbursements require associated receipts.
- Committee chairs can spend as they please up to their respective budget limits.
- **Any expenditures above the budget limit will not be reimbursed** without prior approval from Grad Night Chairpersons. Thank you!
- Reimbursement requests will be collected at our meetings. If there is a need for a quicker turnaround, forms and receipts can be mailed to: Arati Nagaraj, 19020 Portos Drive, Saratoga, CA 95070

For Treasurer: Check #: \_\_\_\_\_ Date: \_\_\_\_\_