

WALNUT CREEK SWIM CLUB

REQUEST FOR REIMBURSEMENT

(Please Submit Request within 60 days of Receipt Date)

Name: Date:
 (Check will be made payable to above) (Date you submit request)

Email Address: Phone:

Request Related To

- Concessions
 All City Snack Bar
 Dual Meet Snack Bar
 Banquet
 Social. List event or age group:
 Other. Please explain:

Check One

- I will collect my reimbursement check directly from Treasurer. (please coordinate with Treasurer at money@walnutcreekswimclub.org)
 Please mail my reimbursement check to the following:

Address:

Number of Receipts Attached:

Itemize Receipt Below

RETAILER / DESCRIPTION	CHECK BOX IF ITEM WILL BE RESOLD	AMOUNT
<input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/>	<input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/>	<input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/>	<input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/>	<input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/>	<input style="width: 80%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input type="checkbox"/>	<input style="width: 80%; height: 25px;" type="text"/>

TOTAL:

Signature

TREASURER USE ONLY

Check#:

Amount:

Date Paid:

Fill out the Request for Reimbursement. You can then submit in one of three ways (Note: Please make copy for your record):

1. Complete the form, print, attach original receipts, and leaving all in the DENG folder by the pool deck. OR
2. Complete the form, print, attach original receipts and mail all to WCSC Treasurer at P.O. Box 472 Walnut Creek, CA 94596. OR
3. Complete the form, scan the receipts and email all to the WCSC Treasurer at money@walnutcreekswimclub.org.