



- List below what you purchased, the reason for which it was purchased, and the WSO Expense code
[*See *WSO Account Code List*; **S=Spring Convention; F=Fall Convention; B=Budget Item]
- Attach **PHOTOCOPIES OF ALL RECEIPTS** and/or supporting documentation. If receipts are small, please tape multiple receipts to 8-1/2x11 sheets of paper so they can be scanned. Your receipts must match the requested amount(s). Any listed item not accompanied by a receipt cannot be reimbursed.
- Your expenses must be approved by Council Chair or Convention Chair. [E-mail approval is acceptable]
- Email your request (AFTER it is approved) TO: **treasurer@watercolorsofOregon.com**

Account Code*	Year of Expense	S** F** B**	Where purchased (attach COPY of receipt); For: What purchased	Amount Paid
		 For:	
		 For:	
		 For:	
		 For:	
		 For:	
		 For:	
TOTAL REIMBURSEMENT REQUESTED				

Date: _____ Tel: _____

Submitted by: _____

Address: _____

Email: _____

APPROVED BY: _____

Council Chair Convention Chair
Date Approved: _____

For Use by Treasurer:
Rec'd: _____
Approved: _____
EM to DS: _____
Date Paid: _____
Check No. _____
Mailed on: _____