

# REQUEST FOR REIMBURSEMENT

[Rev. 01/15/2020]

- 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 Director or a Convention Chair. [E-mail approval is acceptable]
- Email your request (AFTER it is approved) TO: [treasurer@watercolorsofOregon.com](mailto: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:	
<b>TOTAL REIMBURSEMENT REQUESTED</b>				

Date: \_\_\_\_\_ Tel: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

Council Director       Convention Chair  
Date Approved: \_\_\_\_\_

**For Use by Treasurer:**

Rec'd: \_\_\_\_\_

Approved: \_\_\_\_\_

EM to DS: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check No. \_\_\_\_\_

Mailed on: \_\_\_\_\_