



HAWAIIAN SWIMMING

Reimbursement Procedure

December, 2019

To all Hawaiian Swimming members:

The following procedures will be in effect immediately. Any questions should be immediately addressed to the LSC Treasurer.

Request for Reimbursements/Payments:

Reimbursements will only be made by the Treasurer if ALL the following requirements are met:

- Fill out the current version of the LSC reimbursement form COMPLETELY. The form MUST indicate who the check is payable to (including the address); who is requesting the check; total amount being requested; reason for reimbursement and what was purchased. All reimbursements MUST have this form in order for the Treasurer to process your request.
- Receipts (or scans of receipts) attached to the form documenting the purchase. Whenever possible, keep your personal purchases separate from Hawaiian Swimming purchases.
- No reimbursement checks will be issued by the Treasurer without all the above documentation.

Forms are available on www.hawaiianswimming.org under Documents.

by mail: Hawaiian Swimming · c/o Deborah Christian · 4139A Hardy Street · Lihue, HI 96766
by email: treasurer@hawaiianswimming.org