

Beckett Ridge Swim Team Expense Form



Instructions:

1. Complete form as indicated below.
2. Attach invoices/receipts to the completed form (keep a copy of the receipt until you have been reimbursed).
3. Submit completed form and receipts/invoices to Kristin Patterson in the Patterson folder or mail to :
Kristin Patterson
7956 Orchard Ct.
West Chester, OH 45069

Date	Description of Expense	Amount

Date Submitted: _____

Reimbursement Information:

Name: _____

Address: _____

City, State, Zip: _____

Following to be completed by the Treasurer

Date Paid: _____ Check #: _____

Treasurer's Signature: _____

Dual Approval needed for amounts over \$100.00

President's Signature _____