



Potomac Curling Club

Member Reimbursement Request

Submitter _____ Request Date _____ / /

Event or General _____

Vendor _____

Expense Date / / / / / /

Receipt #1 Receipt #2 Receipt #3 Receipt #4 Receipt #5

Food Expenses \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Kitchen Supplies \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Beverage Cabinet \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Event Bar Stock \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Event Supplies \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Event Prizes \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Ice Supplies \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Ice Equipment \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Merchandise \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Office Supplies \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Other:

_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____

Receipt Total \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Grand Total _____ Check for \$ _____

Directions: Attach receipts to this form and your receipts to an e-mail and send to reimbursements@curldc.org

Note: Reimbursement requests for more than \$100 must be approved by event coordinator/committee chair

Reimbursement requests for more than \$2,500 must be pre-approved by the PCC Board.

In requesting reimbursement for these purchases, I hereby certify that the goods / services were delivered to the Potomac Curling Club for the event or general use as indicated.

Signed: _____

Checks will be mailed to the address below within 7-10 days after approval:

check here if this is
a new address
