



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	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Kitchen Supplies	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Beverage Cabinet	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Event Bar Stock	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Event Supplies	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Event Prizes	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Ice Supplies	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Ice Equipment	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Merchandise	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Office Supplies	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Other:							
<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
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Receipt Total	\$ <u><input style="width: 100px;" type="text"/></u>	\$ <u><input style="width: 100px;" type="text"/></u>	\$ <u><input style="width: 100px;" type="text"/></u>	\$ <u><input style="width: 100px;" type="text"/></u>	\$ <u><input style="width: 100px;" type="text"/></u>		
Grand Total					Check for \$ <u><input style="width: 100px;" type="text"/></u>		

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 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