

Date entered into accounting system _____

BRILLANTES CAMINANTES Request for Reimbursement

Print and complete by hand, or you can download the free Acrobat Reader DC application, which will allow you to open and complete this request using the "Fill and sign" tool. There is a guide to using this tool at <https://helpx.adobe.com/es/reader.html>

Requested by/ Payable to			
Preferred method for reimbursement	<input type="checkbox"/> Petty cash <input type="checkbox"/> Zelle* <input type="checkbox"/> PayPal* <input type="checkbox"/> Other*		
Email	*Details:		
Date requested		Total amount requested \$	

Date	Description of expense	Amount	Factura	Treasurer completes with accounting line item
			<input type="checkbox"/> Electronic* <input type="checkbox"/> Attached <input type="checkbox"/> None	
			<input type="checkbox"/> Electronic <input type="checkbox"/> Attached <input type="checkbox"/> None	
			<input type="checkbox"/> Electronic <input type="checkbox"/> Attached <input type="checkbox"/> None	
			<input type="checkbox"/> Electronic <input type="checkbox"/> Attached <input type="checkbox"/> None	
			<input type="checkbox"/> Electronic <input type="checkbox"/> Attached <input type="checkbox"/> None	
Total \$				

*Electronic means the factura was sent directly to Treasurer@BCgto.org through the vendor

Be sure to attach receipts and any facturas to this form. You can scan and email to Treasurer@BCgto.org

Received by: _____ Date _____ Amount paid: _____

Via Petty cash Zelle PayPal Other _____ Date paid: _____