

T E X A S



Good Water Chapter

Good Water Chapter – Texas Master Naturalists

2880 Donnell Dr. #2701, Round Rock, TX 78664

Phone: 512-809-7738

Treasurer's Use: Check # _____	
Amount	\$ _____
Check Date: _____	
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Date mailed/delivered _____	

Reimbursement Request Form

Note: ALL check requests *MUST* be accompanied by appropriate receipts or documentation. Please staple all receipts to the *BACK* of this form.

Amount of Check:

Date Requested:

Make Check Payable to:

(if mailing)

Address:

City, State, Zip:

AUTHORIZATION

Committee/Office:

Committee Chairperson /Officer (**Print Name**):

Chairperson's / Officer's Authorization (**Signature**): _____

Detail of Check Request:

1. Description:	<input type="text"/>	Amount: \$	<input type="text"/>
Event or Purpose of Purchase:	<input type="text"/>		
2. Description:	<input type="text"/>	Amount: \$	<input type="text"/>
Event or Purpose of Purchase:	<input type="text"/>		
3. Description:	<input type="text"/>	Amount: \$	<input type="text"/>
Event or Purpose of Purchase:	<input type="text"/>		

I avow that I have incurred these expenses on behalf of the Chapter and request reimbursement.

Signature: _____ **Date:** _____