



Personal Reimbursement Approval

Required for all payments issued to a personal name

1. Fill out the top half of this form
2. Attach receipt(s)
3. Place in treasurer's box in shed at South Lake Union, or email sfdbctreasurer@gmail.com

Please obtain all necessary approvals BEFORE submitting to the treasurer for reimbursement. Email approval is acceptable.

Name of Requestor _____
Date

Goods / Services Purchased From

<i>Item(s)</i>	<i>Cost</i>
_____	_____
_____	_____
_____	_____

For additional items, please use back of this form. Remember to attach your receipt(s) to this form.

Total

Method for Reimbursement

PayPal Preferred Method

Check

PayPal Email Address _____
Mailing Address

FOR INTERNAL USE

Approvals

Two board member approvals are required. Cannot include the person requesting the reimbursement.

Name _____
Signature _____
Position

Name _____
Signature _____
Position

Name _____
Signature _____
Treasurer
Position

Seattle Flying Dragon Boat Club

3518 Fremont Avenue North #102
 Seattle, WA 98103
 P: (425) 954-3129
 E: sfdbc@live.com
 W: seattleflyingdragons.org

The Seattle Flying Dragon Boat Club is a registered nonprofit corporation in the State of Washington.

2018 Board of Directors

Kyle Elfman, President
 Joslyn Johnson, Vice President
 Lynelle Thon Hall, Secretary
 Heena Khatri, Treasurer
 Taylor Noel, Communications