



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*

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.

2019 Board of Directors

Brittany Gaalema, President
 Sheri Baker, Vice President
 Lynelle Thon Hall, Secretary
 Wai Poon, Treasurer
 Felix Tan, Communications

FOR INTERNAL USE

Approvals

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

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Position</i>
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_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Position</i>
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_____ <i>Name</i>	_____ <i>Signature</i>	_____ Treasurer <i>Position</i>
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