



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

Item(s) *Cost*

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

Total

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

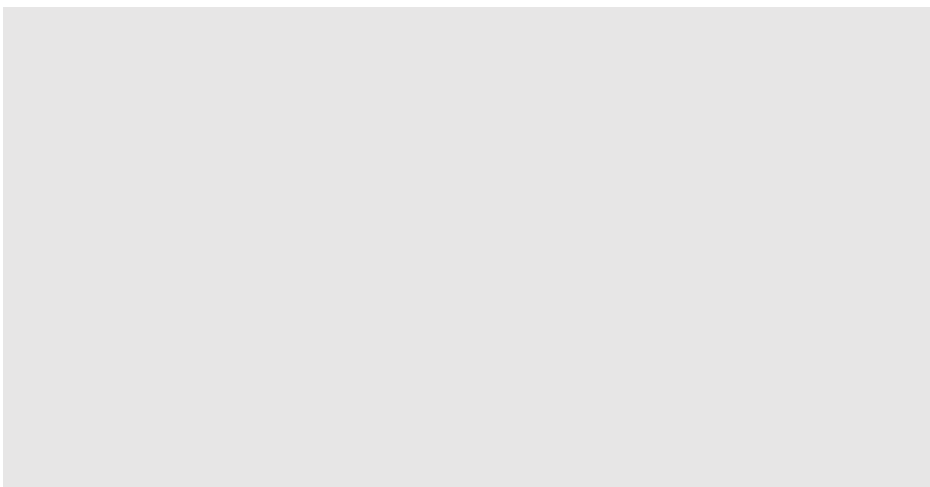
Brittany Gaalema, President

Sheri Baker, Vice President

Lynelle Thon Hall, Secretary

Wai Poon, Treasurer

Felix Tan, Communications



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
Position

Signature

Name
Position

Signature

Treasurer
Name
Position

Signature