



## 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. Send in email to [treasurer@seattleflyingdragons.org](mailto:treasurer@seattleflyingdragons.org) (preferred), or place in treasurer's box in shed at South Lake Union.

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

### Seattle Flying Dragon Boat Club

7353 NE 175<sup>th</sup> Street  
 Kenmore, WA 98028  
 P: (425) 954-3129  
 E: [communications@seattleflyingdragons.org](mailto:communications@seattleflyingdragons.org)  
 W: <https://seattleflyingdragons.org>

### 2021 Board of Directors

Laura Bogh, President  
 Katie Nishimura, Vice President  
 Maureen Kartheiser, Secretary  
 Sheri Baker, Treasurer  
 Carol Gyger, Communications

\_\_\_\_\_  
*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

Chair (for committee budget) or two board member (for general budget) 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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_____ <b>Treasurer</b> <i>Name</i>	_____ <i>Signature</i>
_____ <i>Position</i>	

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