



# 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 it in the treasurer's box in the 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>

## 2023 Board of Directors

Laura Bogh, President  
 Katie Nishimura, Vice President  
 John Weiss, Secretary  
 Ashley Giaquinto, Treasurer  
 Carol Gyger, Communications

## FOR INTERNAL USE

### Approvals

Chair (for committee budget) or two board members (for general budget) approvals are required. Cannot include the person requesting the reimbursement.

\_\_\_\_\_  
*Name Signature Position*

\_\_\_\_\_  
*Name Signature Position*

\_\_\_\_\_  
*Name Signature Treasurer Position*

\_\_\_\_\_  
*Name of Requestor Date*

\_\_\_\_\_  
*Goods / Services Purchased From*

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

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

\_\_\_\_\_ *Total*

### Method for Reimbursement

PayPal (preferred method)  
 Check

\_\_\_\_\_  
*Email Address (for PayPal) or Mailing Address (for Check)*

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