# Reimbursement / Payment Request

Fill out the form below completely. All receipts should be attached and emailed to finance@ggplano.org or submitted at the regular guild meeting.
Sales tax is not reimbursable.
**A Vice President or Chairperson's signature is required for all reimbursements**.

**Date** _____
**Budget category** _____
**Approver Signature** _____
**Submitted by** _____
**Phone** _____
**Email** _____
**Send check to** _____
**Address** _____
**City/State/Zip** _____

| **Description of purchase** | **Amount** |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **Total** | |

## Treasurer use only

**Check number** _____ **Amount** _____ **Date** _____

**Budget category**