



REQUEST FOR REIMBURSEMENT OR PAYMENT FORM

Please complete this form in ink.

HVPTO Event: _____ Date Submitted: _____

Event Chair: _____ Phone Number: _____

RECEIPTS OR INVOICES MUST BE INCLUDED

VENDOR	ITEMS PURCHASED/ORDERED	AMOUNT
TOTAL		\$

Date Check Needed: _____

Check Payable to: _____

Check Disposition (circle one): View HVPTO Box Valley HVPTO Box Pick-Up from Treasurer

Mail Check to (for outside vendors):

Two ways to return this sheet:

- Scan completed sheet and receipts and email to Wendy Nussbaum at wendy.nussbaum@gmail.com
- Return this completed sheet, with receipts, to the plastic Treasurer's Envelope in the HVPTO Box in either the View or Valley office and email Wendy Nussbaum at wendy.nussbaum@gmail.com to let her know where to pick it up.