

**AAUW Racine Branch
REIMBURSEMENT REQUEST 2019-2020**

Name of person requesting reimbursement:

Committee, Office or Function for which funds were expended:

(ex: Community issues, Decorations, Membership, Book Sale, etc.)

Amount requested: (PLEASE ATTACH RECEIPTS)

Description of Use of Funds:

Signature _____ Date _____

Please submit to Vicki Leisle, vickilleisle@gmail.com or Denise Anastasio, denise.anastasio@gmail.com
Co-VP's of Finance for reimbursement.

For VP Use Only (see other side):

Operations Budget: Account used:

Funds Budget: Account used:

AAUW Board Action – IF REQUIRED

Approved _____ Not approved _____ Approved revised amount _____

Date _____ Signature. _____

FOR FINANCE VP'S USE ONLY

Operations Budget Accounts:

highlights mailing
Website
Yearbook
Misc Marketing
Officer Ins D&O, liability
President
VP Finance
VP Membership
VP Development
VP Program
Community Issues
Decorations
Education
Public Policy
Convention - National/Assn (**)
Convention - State
Member Memorials
Misc

Funds Budget Accounts:

Bk Sale Rent
Bk Sale Advertising
Bk Sale Printing
Bk Sale Supplies, Petty Cash
Marathon Bridge Prizes; Mailing

THE FOLLOWING REQUESTS FOR REIMBURSEMENT GO TO INC TREASURER, Debby Ganaway:

Rental of P.O. Box
GEMS Conference expenses
Sailing Class Scholarships
STEM Summer Camp Scholarships
Scholarship Committee expenses (copying, postage, awards ceremony, etc.)
NCCWSL (National Conference for College Women Student Leaders) Scholarships
Fee to file non-profit report for INC