

Friends of the Atascadero Library
REIMBURSEMENT CLAIM FORM

NOTE: Pre-authorization from Board or President required in order to be reimbursed

How to get reimbursed:

1. Acquire pre-authorization from Board or President
2. List all items on form
3. Staple receipts to back of form
4. Submit form with receipts to Treasurer

Account For Treasurer's Use Only	Description of Items	Amount
Date Paid:	Total Expenses	
Check #:		

I certify that the expenses listed above were necessary and proper for an authorized program, project or activity of the Friends of Atascadero Martin Polin Library.

Date _____ Signature of Person Requesting Reimbursement _____

Print: Name _____ Telephone _____

Please check appropriate box

- Sally Knight Fund
- FOAL expense
- DWOS expense

Library expense - FOAL budget item

- Adult programs
- Children's programs
- Other (specify)