

Clark County Amateur Radio Club, Inc.

Request for Reimbursement

Check one: CCARC EYEWARN CCARES

List purchases (services or goods):

Quan	Item(s)	Amount	Charge to:
Total Requested:			

Attach Receipts to insure proper and timely reimbursement!

Requester:	Call Sign:	Date:
Activity Coordinator:		Date:
Approved by:	Budgeted item: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Make check payable to:		
Street address:		
City:	ST:	Zip:

For Office use only:

Check #	Amount:	Date:
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Instructions for filling out the CCARC Reimbursement Form

1. Check the applicable organization.
2. List on the form:
 - a. The quantity of items
 - b. The item description
 - c. The total amount of each item(s)
 - d. What the expense should be charged to (e.g. Field Day, Annual Picnic, Gee Creek, Banquet, etc.
3. Add up the total amount requested and put in the “Total Requested:” box. [NOTE: If you are using the ‘fillable’ pdf form, the total amount will be calculated as you enter the amount.]
4. Sign as the requester of reimbursement. Include your call sign.
5. Forward the signed form, **with all receipts attached**, to the Activity Coordinator.
6. The assigned Activity Coordinator signs the form and forwards it to the approving Treasurer. The Approving official is normally the Treasurer but the submission may be reviewed by the Club President if the situation warrants.
7. The approving official will check the appropriate box as to whether this was a budgeted item for future reference.
8. The Treasurer reviews the submission and issues a check to the ‘Make check Payable to:’ information.
9. The Treasurer enters the check number, amount and date on the form and files it with the receipts.

NOTE: This form may be submitted electronically as an attachment to an email along with scans of the receipt(s). Send electronic submissions to treasurer@w7aia.org.