## Please use the enclosed <u>Disbursement Forms</u> when requesting reimbursement for expenses paid or reporting donations.

## **Instructions are as follows:**

- Include a complete description of service / item(s) purchased
- Attach all receipts/invoices as proof of purchase
- Obtain signature approval of Appropriate Chapter Officer before submitting request

Northshoremen
Beverly Chorus

Beverly, MA

HARMONY SOCIETY

• Disbursements Not Within Budget require signature approval of Chapter President

Request for D	Disbursement Donati	on to Northshoremen Chapter - 501(c)(3)
		_
<u>Date</u>	Service /Purchase	Amount
Submitted by		Total Amt. \$
` '	gn - <u>Include all receipts/invoices with request</u> )	Payment to:
All Disbursemo	ent Requests in Excess of Budge	Payment to: et Must Be Approved By Chapter President
To Be Completed By Chapter		
Account:		Paid (date)
Account:	Amount: \$	Check No.
Request for D	Disbursement Donati	on to Northshoremen Chapter - 501(c)(3)
	Disbursement Donati	-
	$\bigcup$	-
Reason for Request:		Requested by:
Reason for Request:		Requested by:
Reason for Request:		Requested by:
Reason for Request: <u>Date</u>	Service /Purchase	Requested by:  Amount
Reason for Request: <u>Date</u> Submitted by	Service /Purchase	Requested by:  Amount
Reason for Request:  Date  Submitted by	Service /Purchase  gn - Include all receipts/invoices with request)	Requested by:
Reason for Request:  Date  Submitted by	Service /Purchase  gn - Include all receipts/invoices with request)	Requested by:  Amount
Reason for Request:  Date  Submitted by	Service /Purchase  gn - Include all receipts/invoices with request)  ent Requests In Excess Of Budge	Requested by:  Amount  Total Amt. \$  Payment to:  et Must Be Approved By Chapter President
Reason for Request: <u>Date</u> Submitted by  (Please Signature)  All Disbursements	Service /Purchase  gn - Include all receipts/invoices with request)  ent Requests in Excess Of Budge  Treasurer  Amount: \$	Requested by: