

Please use the enclosed Disbursement Forms when requesting reimbursement for expenses paid or reporting donations.

Northshorem
Beverly Chorus
Beverly, MA



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
- Disbursements Not Within Budget require signature approval of Chapter President

Request for Disbursement

Donation to Northshorem Chapter - 501(c)(3)

Reason for Request: _____

Requested by: _____

Date

Service /Purchase

Amount

Submitted by _____ Total Amt. \$ _____

(Please Sign - Include all receipts/invoices with request)

Approved by _____ Payment to: _____

Chapter Officer

All Disbursement Requests In Excess Of Budget Must Be Approved By Chapter President

To Be Completed By Chapter Treasurer

Account: _____ Amount: \$ _____

Paid (date) _____

Account: _____ Amount: \$ _____

Check No. _____

Request for Disbursement

Donation to Northshorem Chapter - 501(c)(3)

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Requested by: _____

Date

Service /Purchase

Amount

Submitted by _____ Total Amt. \$ _____

(Please Sign - Include all receipts/invoices with request)

Approved by _____ Payment to: _____

Chapter Officer

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Paid (date) _____

Account: _____ Amount: \$ _____

Check No. _____