



Silver and Gold Charity Event Reimbursement Form



Member requesting reimbursement: _____ Date: _____

Mailing Address: _____

Use this form to request reimbursement for all expenses related to Silver and Gold Auction. Submit the completed form with attached receipts to the Charitable Treasurer. Multiple receipts may be combined on a single form. Questions—please contact SilverandGoldAuction@gmail.com.

****Please include/attach receipts to the reimbursement form.**

Categories: Please specify for what the auction expenses were incurred (i.e. Silent, Verbal, Decorations, etc.)

| Category | Description | Amount |
|---------------|-------------|--------|
| | | |
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| | | |
| | | |
| | | |
| Total: | | |

I affirm that the expenses detailed above were accrued on behalf of the Silver and Gold Auction - Washington and paid by me, and I am requesting reimbursement for those costs.

Signature: _____

TREASURER USE ONLY:

Date Received: _____ Date Logged: _____ Paid Check #: _____