

Fort Worth Weavers Guild
FWWG Treasurer
PO Box 471004
Fort Worth, Texas 76147-1004

Reimbursement Request

- Form must be accompanied by original sales receipt.
- Requests for reimbursement of more than \$100.00 must also be approval by the President.
- Requests for expenditures of more than \$200.00 must have prior written approval by the Board. Approval must be submitted to and attached to the Form by the Treasurer.
- Requests for reimbursement for expenditures not part of general activities must be approved in advance by the Board.

Pay to: _____

Address: _____

City/State/Zip Code: _____

Budget Center	Description	Dollars	Cents
Total Payment			

Person Requesting Payment: _____ **Date:** _____

Treasurer: _____

Margaret Arafat **Date Approved** **Check #**

Additional Approval as required

President: _____

Randy Thompson **Date Approved**