

## Reimbursement for Expenses/Invoice Statement

### Employee information

Name \_\_\_\_\_ Dept \_\_\_\_\_

Committee Member or Volunteer

Name \_\_\_\_\_ Committee \_\_\_\_\_



### Time Period

|            |            |
|------------|------------|
| From _____ | From _____ |
| To _____   | To _____   |

| Date   | Vendor/Reimbursement | Invoice # | Description | 57101 - Maintenance & Repair | 57090 - Storm Clean-up | 57060 - Walkway Maintenance | 57120 - Landscaping | 57080 - Vehicle Operations & Maintenance | 58300 - Lifeguard Uniforms | 58400 Lifeguard Equipment | 58500 - Beach Programs | 80300 - CP Uniforms | 80500 - CP Equipment | 80600 - CP Cell Service | 50075 - Social | Other, (Add account Number) |
|--------|----------------------|-----------|-------------|------------------------------|------------------------|-----------------------------|---------------------|--|----------------------------|---------------------------|------------------------|---------------------|----------------------|-------------------------|----------------|-----------------------------|
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           |             |                              |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                |                             |
|        |                      |           | Subtotal:   | -                            | -                      | -                           | -                   | -  | -                          | -                         | -                      | -                   | -                    | -                       | -              | -                           |
| Total: |                      |           | \$          | -                            |                        |                             |                     |  |                            |                           |                        |                     |                      |                         |                | \$ -                        |

### Process to be followed:

1. Board members, committee members and volunteers who spend personal funds for an MBA project must first have gained support from the committee chairman or President of the Board prior to any expenditures.
2. After the funds are expended, this form is completed.
3. The completed form & receipts are submitted to the Committee chairman or the President of the Board for identification of proper source of funds in the MBA budget and for approval.
4. Once approval has been obtained, the form & receipts are submitted to the current property manager ([solutionspromgt@gmail.com](mailto:solutionspromgt@gmail.com)) with a cc to the MBA Treasurer for the reimbursement

For Office Use Only

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