



DONVALE BOWLS CLUB INC.

EXPENDITURE / REIMBURSEMENT REQUEST

Use this form to request expenditure approvals and/or to request reimbursements. All approvals must be in accordance with the Club's current Schedule of Authority.

- ➔ All expenditure reimbursement requests must be accompanied by clear receipts/invoices, otherwise reasons and explanation of how expenses were calculated must be provided.
- ➔ Provide details below of the expense, why it is a club expense and if it has already been approved - how and by whom.

DATE	DESCRIPTION	AMOUNT

REIMBURSEMENT TO BE PAID TO:

PAY VIA: CHEQUE: DIRECT DEBIT: BSB: ACCT:

REQUESTORS SIGNATURE: DATE:

APPROVED BY:..... DATE:

DATE PAID: REF. NO.: COMMENTS: