



Lehigh Valley Chapter of NATS
Chartered in 2004

LVNATS REIMBURSEMENT/PAYMENT FORM

INSTRUCTIONS:

- Send this form along with all appropriate receipts, which include the name and address of any vendor who requires payment to the Treasurer. Receipts should be stapled to the upper left-hand corner of this form.
- A *pre-approval agreement* with the President and Treasurer is required for any request more than \$100 or for expenses that were not included in the budget for a specific event.

PLEASE CHECK	ITEM	TOTAL
<input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> PAYMENT		
<input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> PAYMENT		
<input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> PAYMENT		
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<input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> PAYMENT		

Submitted by: _____

Address: _____

Phone: _____ Email: _____

 Signature of Submitter

 Date

Sign and send this form and any receipts to:
 Janice Derstine
 723 Glenwood Street
 Emmaus, PA 18049-3124