

DKG - BETA BETA STATE Requisition Form for Reimbursement for Committee Expenses

- Members must submit request for reimbursement via email to State Chairs.
- If purchase exceeds \$50, Chair submits request to State President. Note: BBS President's pre-approval is required for purchases over \$50.
- Upon completion of activity, submit reimbursement form to State President.
- The minimum reimbursement amount is \$25. (State Chairs are encouraged to combine reimbursements for their committee.)
- Note: Line budgeted items do not need approval, such as purchase of president's pin and gift.

Purchase Request Sequence

Date	Routing	Approval	Date
	1. Purchase request to Chair		
	2. Chair to forward request to BBS President (For expenses exceeding \$50. If not, go Step 3)		
	3. Purchase		
	4. Completed form sent to President		
	5. President forwards to Treasurer for reimbursement		
	6. Treasurer sends check to requestor		

Date:

Submitted by:

Chapter:

Committee/Office:

Total Requested:

Description of Purchase:

Purpose of Request:

Reimbursement check should be made payable to:

Name & Address:

PLEASE ATTACH RECEIPTS/BILLS

Item No.	Description	Amount

Treasurer's Notes:

Date Received:

Date Reimbursed:

Check Number: