

**CLASS OF 2017  
GRAD BALL EXPENDITURE APPROVAL/REIMBURSEMENT REQUEST FORM**

Committee Name:	
Your Name	
Address	
Phone Number	
Email Address	
<b>Store / Vendor Names(s) &amp; Date</b>	<b>Expenditure purpose / Amount</b>
1	\$
2	\$
3	\$
4	\$
5	\$
<b>Total amount to be reimbursed</b>	<b>\$</b>
Budget Category/Line Item	
Notes / Special Instructions for Payment	
Committee Co-Chair Approval Signature/Date <i>*print and sign name or email from them is fine to treasurer</i>	
Grad Ball 2017 Co-Chair Approval Signature/Date <i>* as required, see Notes below</i>	

**Notes:**  
 \* Invoices/Receipts for your expenditures must be attached for submission to be processed  
 \* Committee co-chairs must sign off on all submissions  
 \* Expenditures submitted for reimbursement directly by Committee co-chair must be approved by one of the Grad Ball 2017 Co-Chairs  
 \* Any/All expenditures in excess of \$1,000 must be approved by one of the Grad Ball 2017 Co-Chairs.

Approved Form and Invoices/Receipts should be sent to:	Note: to save Paper and Time, you can scan form and receipts and send them to the approval chair via email who can then approve via email and send them to Dan Kastelman for payment.
Dan Kastelman 41 Chadwick Place Glen Rock, NJ 07452 201-445-8944 <a href="mailto:gradball17treasurer@gmail.com">gradball17treasurer@gmail.com</a>	Check Number: Check Date: <i>* for Grad Ball Treasurer Use Only</i>