



MEMORIAL GIRLS LACROSSE

Reimbursement Request

Please use this form to request a reimbursement for expenses you personally make

Date:

Name for reimbursement :

Phone # :

Address:

Email address:

Zelle info for payment :

Description of expense :

NOTES:

Receipts : Please provide company name/items purchase/cost (per receipt):

TOTAL EXPENSES :

Notes: Memorial Girls Lacrosse is a nonprofit 501(c)(3) and is not subject to sales tax. Please present our tax-exempt form to all businesses when purchasing items.

Directions:

- #1** Please fill out the entire form
- #2** Attach all receipts for all items included
- #3** Email the completed form and receipts to shannonmorton@gmail.com