



GMSS Reimbursement Request

All reimbursement requests must be accompanied by this form, with the receipt(s) attached.

Your name: _____
(please print)

Payable to: _____

Your address, including city, state, and zip:

Contact information (in case the Treasurer has any questions for you):

Phone (note if home or work, and best time to call)

Or, E-mail: _____

Reason for expense. If for an event, the date(s) of the event, and the group (e.g., youth, beading, field trip, etc.):

For each receipt, please itemize (within reason), adding a second sheet if necessary.

<i>Date purchased</i>	<i>Purchased where?</i>	<i>Purchased what?</i>	<i>Amount</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: _____

Check with Lou on this but it is much easier to send receipts to Lou's (or whoever the current Treasurer is) house as he has to drive into the city to pick up mail at the main post office and if he's ill reimbursement requests might not be picked up for many days.

If you would like to submit your request by mail, please send it to:
Attn: Linda Clark, Treasurer 6468 Long Point Rd. Brewerton, NY 13029
or
Gem and Mineral Society of Syracuse
P.O. Box 2801
Syracuse, New York 13220

For Office Use Only:

Date

Paid: _____

Check No.: _____

Acct. charged: _____