

Academic Library Association of Ohio
Request for Reimbursement

All requests for reimbursement should be submitted to the Treasurer in the appropriate fiscal year (July – June), preferably within 30 days of the expense. June expenses may be submitted through July 30th of the subsequent fiscal year.

Name: _____

Address to send check: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Activity or Event: _____

Total reimbursement requested (Please itemize below and attach all receipts) _____

Budget Line (Supplies, website host, etc.)	Expense Type (postage, meals, copies, phone, supplies, airfare)	Amount

Notes:

Your Signature: _____ Date: _____

Treasurer Signature: _____ Date: _____

Paid Date: _____

Checks are issued by our Fiscal Agent in the middle and at the end of each month. Requests will be processed in the next check run after they are received in the office of the Fiscal Agent and mailed on the 15th or 30th.