



ROCKVILLE CHAPTER IZAAK WALTON LEAGUE

P.O. BOX 2255

GERMANTOWN, MD 20875

TREASURER: Tom Perazella

Email: Treasurer@IWLAR.org

REQUEST FOR REIMBURSEMENT/CHECK REQUEST

Complete the attached request and staple the receipt(s)/invoice(s) to the request.
Payment will not be processed unless proper documentation is attached.

Name/Payable to: _____

Address: _____

Phone Number: _____ Email: _____

Committee/Account*	Date	Description	Amount
Total			

* All Expenses must be approved by Committee Chair or Designated Officer

SPECIAL NOTE: If you donate equipment, supplies or other items and do not want to be reimbursed, please record them above and check this box. (Your donation will be noted as a cost supporting a specific project and a corresponding donation. A Donation Letter will be issued upon request. This helps ensure we establish appropriate accounting for IRS purposes.)

Approved by: _____

ACCOUNTING USE ONLY

Date Paid: _____ Check # _____ Account _____