



Vietnam Veterans of America Chapter 392, Portland Metro
7600 S E Johnson Creek Blvd - Portland, OR 97206

REQUEST FOR REIMBURSEMENT/PAYMENT

This form is to be used for obtaining reimbursement for purchases made on behalf of the chapter and for approval of invoices sent directly to the chapter.

Submitted by: _____
(Please Print) Position/Title

Submitter Signature: _____
Date of Request

Authorized by: _____
Officer Signature Date Authorized

Itemized Expenses: *(please attach copies of all receipts/invoices for each item listed)*

___/___/___	_____	\$ _____
___/___/___	_____	\$ _____
___/___/___	_____	\$ _____
___/___/___	_____	\$ _____
___/___/___	_____	\$ _____
	Total:	\$ _____

Payee Name: _____
Address: _____
City, State, Zip _____

Approved for Payment: _____
(Officer Signature) Officer Position

Treasurer use: Paid by Check Number # _____ Date ___/___/___