



For Treasurer's Use:

Date _____

Step 1: What type of request is this?

Expense \$ _____ (Total Amount Requested)

This is a **Reimbursement** for supplies purchased (staple receipts to Moolah)

This is a **Bill to Pay** (submit bill with Moolah)

This is an **Advance Request** (\$ needed before event)

Make Check Payable to:

Name: _____

Send Check to this address:

OR

Deposit \$ _____ (Total Amount to be Deposited)

Step 2: What is this money for?

Please give specific details and breakdown:

Step 3: Sign and submit Moolah to Horse & Pony Treasurer.

Submitted by: _____ Date: _____

Authorized by: _____ Date: _____

All expenses must be authorized by Adult Committee Chair or Treasurer by signature above or e-mail verification.



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