

## MSSC Expense Reimbursement Form

## Instructions:

All reimbursements must be pre-approved by a member of the Board (BOD members can be found here). If you are need of supplies, please contact the club at mahometseymoursoccerclub2@gmail.com

1.	Complete	e the	form	below	with	the	required	information.	Sign and da	ate.

2. Reimbursements can be submitted by email or postal mail.

Email: Send an email to the approving board member, and cc: mssc.boardtreasurer@gmail.com

	a. Attach this reimbu	ursement form and all red	ceipts (a clear photo of the receipt is acceptab	ole).
	Print a copy of this o Obtain BOD signatu		l date. SC, PO Box 141, Mahomet, IL 61853	
Name of	porson or organizati	ion to be reimbursed:		
MSSC Te		lon to be reimbursed.		
	o send check:			
	Dollar Amount	Brief Description of I	Evnanditura	Trocourer's use
Date	Dollar Amount	Brief Description of i	Expenditure	Treasurer's use
Total				
I hereby o	certify that the above to items of a persona		nt for legitimate MSSC expenses only and	
Signature		Date		
Approved	Ву	Date		

MSSC Treasurer Use Only						
Check Number:						
Date Issued:						
Amount:	Treasurer Initials:					