



2023 Crescent Hill Community Council Reimbursement/Check Request Form

Date Submitted: _____

Requestor: _____

Address: _____

City, State, ZIP: _____

Cell Phone: _____

Was this expense anticipated (included) in the current year budget?

YES _____, Which budget line? _____

NO _____, Date of Board action approving the expense: _____

(All expenses must either be included in the budget or approved separately by the Board.)

If this is a committee expense, is the committee chair aware of this request? _____

If this is a board expense, which two officers are aware of this request?

Please provide details of the expense, including name of event/activity.

Were competing bids sought? Yes _____ No _____ None Needed (less than \$100) _____

If "NO" – discuss with a CHCC Officer before requesting payment.

Date Check Needed:

Paid To:

Amount Due:

Address if different than above

NOTE: All vendors must have a completed W-9 form on file with the Treasurer before checks can be written to them: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>