

CHECK REQUEST / REIMBURSEMENT OF EXPENSES

Johnson County 4H Horse Committee Johnson County, Texas

YOUR NAME _____

ATTACH ALL SUPPORTING DOCUMENTS / ORIGINAL RECEIPTS

	/	/	/	/	Totals
Dates					
Items Purchased					
Establishment from which items Were purchased					
Other out of pocket expenses					
Subtotals					

Notes: _____

CERTIFICATION OF CLAIMANT	CHAIR/VICE CHAIR APPROVAL
I have attached the requested receipts and certify that this request is true and correct.	Date Received _____
	Date Approved _____
Signature _____	Date Paid _____
Address _____	Check # _____

Rules Regarding Reimbursement

All reimbursements must be approved by the committee.

To ensure prompt payment of your reimbursement, please adhere to the following guidelines:

1. **Submit your request timely** so checks may be issued and signed within a reasonable time.
2. **Attach original receipts** substantiating the requested amounts.
3. **Remember to sign the form.** Unsigned forms will be returned and will delay your reimbursement.
4. **Fill in ALL appropriate information.** Leaving the committee name off the form or not including the payment instructions for the check will delay your reimbursement.

If the form is properly submitted, it usually takes three to four weeks to receive your check.

What if I Lose My Receipts?

If you lose a receipt and can't obtain an expense duplicate, you will need to attach a signed statement to your form stating that the receipt was lost and include the amount of the expense. This statement must include your original signature, or you may include a bank or card statement that shows the transaction.