



## Gamma Phi Beta

### Denver Alumnae Chapter of Gamma Phi Beta Reimbursement Request Form

Please fill out the form below and email the completed form along with a copy of your receipt to denvergpb@gmail.com.

Category	Amount	Explanation (e.g. what was purchased, why, etc)		
President				
Vice President				
Treasurer				
Panhellenic				
Programming				
Collegiate/Alum				
Philanthropy				
Membership				
Public Relations				
Care & Share				
Convention				
Founders Day				
Other				
<b>Total Amount:</b>				
<b>Requestor Name</b>		<b>Requestor Signature</b>		<b>Date</b>
<b>Requestor Mailing Address</b>				
<b>Requestor Email</b>		<b>Requestor Phone Number</b>		
<b>Approver Name</b>		<b>Approver Signature</b>		<b>Date</b>

\*Please note: All expenditures must be pre-approved and signed off by the board member responsible for the applicable budget before any purchases are made. Failure to obtain pre-approval may result in non-reimbursement for unauthorized spending.

How would you like to be reimbursed:      Check                              Zelle

If you selected Zelle, do you use:              Email                              Phone Number

#### For Treasurer Use Only:

Date:    Amount Paid:

Check Number: