

2023-24

PROCEDURE FOR REIMBURSEMENT/ PAYMENT REQUEST

If you make an authorized Assisteens purchase, please submit a request for reimbursement by completing the Assisteens Reimbursement/Payment Request Form.

Fill out the following:

- Date
- Who is requesting payment
- Amount (make sure you know your budget)
- Who payment is being paid to,
- What it is for – a description of items
- What event or committee
- Committee Chairperson Signature.
- IMPORTANT: You must also attach a self-addressed envelope with a stamp on it to the reimbursement request, so that we can mail your check to you.

Attach all receipts and/or invoices.

You may email it directly to the Assisteens Assistant Treasurer or turn it in at the general meeting. Please turn in all reimbursement requests as soon as possible.

Assisteens Assistant Treasurer:

Ananya Sheth

ananya.k.sheth@gmail.com

The Assisteens Assistant Treasurer will obtain a signature from the Assisteens Coordinator and then send it to the Adult Treasurer. We aim for a 30-day turnaround time. If you need the payment/reimbursement sooner, please note the information on the form and we will do our best to accommodate your request. Please allow a reasonable allotment of time for signatures and payments.