

The Cougar Education Fund  
Check Request for Expenditure  
Reimbursement



EVENT/PROGRAM: \_\_\_\_\_

Person making request: \_\_\_\_\_

Date request submitted: \_\_\_\_\_

<u>Date incurred</u>	<u>Description of Expense</u>	<u>Amount</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Total \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**PLEASE ATTACH ALL RECEIPTS AND/OR INVOICES**

President approval \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Date Posted \_\_\_\_\_

**CATEGORY:**

Administration \$ \_\_\_\_\_ Fundraiser: \$ \_\_\_\_\_

Breakfast Book Club \$ \_\_\_\_\_ \*\*Please specify which fundraiser: \_\_\_\_\_

Grants \$ \_\_\_\_\_ \_\_\_\_\_

Program Mgmt. \$ \_\_\_\_\_ \_\_\_\_\_

**Please note The Cougar Education Fund pays bills approximately twice a month. If we are mailing this check, please ensure the payee and address is reflected accurately above.**