

Bremerton Valley Scottish Rite Authorization and Record of Expense and Payment Request

Check all applicable blocks (IMPORTANT: Complete all sections below to ensure prompt payment)

- | | |
|---|--|
| <input type="checkbox"/> Request for reimbursement. | <input type="checkbox"/> Paid receipt(s) attached. |
| <input type="checkbox"/> Request payment on account. | <input type="checkbox"/> Invoice attached. |
| <input type="checkbox"/> Request for payment to point of purchase (NOTE: Return paid receipt to Secretary). | |
| <input type="checkbox"/> Have goods or service been received? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

MAKE CHECK PAYABLE TO:			
Name or to Point of Purchase:			
Address:			
City / ST / Zip:			
EXPENSE:			
Item	Date	Expense Category	\$ Amount
<input type="checkbox"/> See required invoice/receipts attached.			Total:
Requester's Signature:			

FUNDING:	
Item(s)	Charge to: (Account or expense category)
WARRANT#:	Date:
Payment approved by:	
In the amount of:	
Notes:	
TREASURER: <input type="checkbox"/> Check issued	
Date:	Check# _____ Amount: \$
Notes:	

Expense Categories:

Almoner
Blue Lodge Support
Caps and Rings
CPA Fees
DeMolay
Honoraria Speakers (Guests)
Honors Fees
Jr. Warden's Fund
KSA
Library
Membership Fees & committee expense

Memorials / Flowers
Other
Paraphernalia, Degree Supplies
Personal Representative
Phone Tree
Postal
Property Insurance
Rent
Rite Care Per Capita
SC Per Capita (Supreme)
Scholarship Administration
Scholarship Awards

Scholarship Dinner
Secretary Expenses
SR Education Per Capita
Supplies, books, medals
Supreme Council Fees
Travel, Conference & Training
Tri-City LOA
Web Site & Software
Youth Donations