

Wasatch Mountain Club - Request for Reimbursement Check

Date: _____

Submitted by: _____

Payable to: _____

Address: _____

City, State, Zip: _____

Amount: _____ (All of the money should come from only one fund below)

Complete one: Leave check in mailbox titled _____, or mail to address above _____

What did you Buy? (Attach Receipts) _____

The Rules:

1. Requests must be received by 5pm the Monday before the Wednesday Governing Board meeting
2. Paper submissions must be mailed to the Club office with "Attn: Treasurer"
3. Email submissions must be emailed to treasurer@wasatchmountainclub.org

NOTE!! If you aren't sure which of the funds listed below the money should be withdrawn from then:

1. Use the one below labeled "Unsure".
2. Send an email to wmc-board@wasatchmountainclub.org and ask which fund to use.

Doing these two items will ensure the Treasurer has the information needed to generate your reimbursement check in a timely fashion.

Only select **ONE** of these funds (submit two forms if from two funds!)

(General Fund - Budget/Expense Category)

- ___ 700 Office (rent, utilities, wifi, ...)
- ___ 705 Office Expense (paper, ...)
- ___ 706 IT Expense
- ___ 710 Rambler Printing
- ___ 715 Rambler Postage
- ___ 720 Membership
- ___ 725 Membership Meeting
- ___ 730 Publicity
- ___ 735 Social - Organizer dinner
- ___ 739 Social - Lodge Rental
- ___ 740 Social Events - which?
- ___ 741 Boating- Annual Planning
- ___ 742 Climbing- Annual Planning
- ___ 743 Hiking- Annual Planning
- ___ 744 Bicycling- Annual Planning
- ___ 745 Winter Sports- Annual planning
- ___ ??? Unsure (see NOTE above)

(Activity Equity Funds)

- ___ 310 WMC Conservation Fund
- ___ 330 Alexis Kelner Conservation Fund
- ___ 340 Boating Fund
- ___ 350 Mountaineering Fund
- ___ 360 BC Volunteer Trail Maintenance Fund
- ___ 370 A. Kelly Memorial Bike Fund
- ___ 390 Bill Viavant Water Sports Fund
- ___ 395 WMC Website Fund