



REIMBURSEMENT FORM

Panhellenic Treasurer Use Only

Check # _____ Date _____

1. Complete this form by detailing items and amounts for reimbursement. If related to a specific event or committee, please indicate.
2. Staple receipts with amounts circled to the Form; or, send receipt copies via email to treasurer@phoenixpanhellenic.com.
3. Submit Reimbursement Form to Panhellenic Treasurer in-person or via email to treasurer@phoenixpanhellenic.com.
4. Questions? Just ask!

Name:		
Committee:		
Date Submitted:		
Receipt Date	Receipt Vendor, Description & Budget Designation	Receipt Amount
	TOTAL AMOUNT DUE	\$

**If you prefer to be reimbursed via check, please include your home address.
If you prefer to be reimbursed via Venmo, please indicate your Venmo handle.**

Address	Venmo