

Kidspace Museum Circle of Friends
Expense Reimbursement and Check Request Form 2023-2024

Any Expense Reimbursement or Check Request over \$500 requires **PRIOR APPROVAL** from Annie Hewett (President) and Catherine Gill (Treasurer), with a written and signed quote or proposal from the vendor. Please check either Expense Reimbursement or Check Request:

Expense Reimbursement

Procedures:

1. Submit expense receipts and this form to Circle of Friends Treasurer. Reimbursements cannot be made without receipts. Please keep all receipts.
2. All expenses must be submitted within one month of the date the expense is incurred. We will consider expenses not submitted within this timeframe a donation to Kidspace.

Or

Check Request

Procedures:

1. Submit bids/invoices and the form to Circle of Friends Treasurer for review and approval by the President and Kidspace representative.
2. Checks will be sent to the vendor unless otherwise requested. This will avoid COF member from having to use personal funds to then request reimbursement later.
3. Check needed by _____ (please plan in advance and allow 14 days processing time)

Submission Date: _____ Person Submitting Form: _____

Committee Event: _____ Date of Expenses: _____

List Expenses: _____

Total Expenses: _____ Payee: _____

Send Check To:

Approvals:

Function/Event Chair, Date:

Treasurer, Date:

Anne Hewett, President, Date:

Kidspace Approval _____ Date _____ Check # _____ Expense Code _____

Please email to Catherine Gill and Christine Bolger, Co-Treasurers, (coftreasurer@gmail.com) after obtaining all other approvals.