

Materials/Services Form

Club Name: _____ Person filling out Form _____

Year: 2016-2017 Fall Spring (Circle One)

Date	Name of person who purchased materials	Where purchased	Description of materials/services	Cost of materials/services	Trail number

Any materials submitted by the club for reimbursement MUST be accompanied by the ORIGINAL receipt and a copy of the cancelled check front and back OR a copy of the bank statement showing exact amount of receipt being paid. Check number MUST be on the receipt. If materials or services are purchased from anyone other than a business, the receipt must have the persons full mailing address and phone number. Only eligible items for reimbursement should be on the receipt. Failure to keep only eligible items on receipt may result in non-reimbursement to the club.