



## Nentico Lodge #12 Reimbursement Request

Complete the left half for this form and complete the "PAYABLE TO:" portion of the right half (with name and address for mailing of check), attach receipts, and return to the Lodge Treasurer or his advisor.

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Charge this expense to the following committee, chapter, or budget item: \_\_\_\_\_

Description of Expense: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Receipt Required - MUST be attached**

BALTIMORE AREA COUNCIL    BOY SCOUTS OF AMERICA

### DRAW CHECK REQUEST

DATE REQUESTED: \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

Mail check direct  \_\_\_\_\_

Return check to \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check is payment for: \_\_\_\_\_  
 \_\_\_\_\_

Date receipts due - (if applicable) \_\_\_\_\_

Dues	1-2371-000-00	Amount
Inductions	1-2371-998-00	_____
Events	1-2371-997-00	_____
Trading Post	1-2371-996-00	_____
Banquet	1-2371-995-00	_____
Nat'l Events	1-2371-994-00	_____
Conclave	1-2371-025-00	_____
Other	1-2371-000-00	_____

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_