



Virginia Elks Association, Inc.

Horace E. Jones, Jr., Secretary
9939 South Congress Street

Phone 540 740 3443
E-mail: hejones1934@gmail.com

VIRGINIA ELKS ASSOCIATION

Request for Reimbursement

Date _____

Person requesting reimbursement _____

If check is to be made payable to someone other than yourself, please provide name and address where check is to be mailed:

Attach invoice or receipts (copies are acceptable) that are itemized. You must include the entire receipt and not just the total. **Do NOT include personal purchases on the same receipt.** Again...you must itemize your receipt and state the purpose of the purchase.

List all invoices or receipts below:

\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____

Upon receipt, your request will be processed by the State Secretary and a voucher sent to the State Treasurer requesting your payment.

