Westfield Service League - Expense Report

Submitted by:	
Date submitted:	
Event and/or purpose:	

Description	Cost	Comments

Approved by: _____

Notes:
1. Attach receipts for all reimbursement requests.
2. Expenses, other than for ordinary operating supplies, must be approved by Shop Chair.
3. Reimbursement requests over $500 require President's approval.
4. Shop supplies should be ordered through Supply Chairperson (Marylou Boersig).

Thank you.