

OLYMPUS PTC REIMBURSEMENT REQUEST

PLEASE NOTE:

-All PTC related expenses must be made as a separate purchase and be on an actual receipt, bill, or invoice. Personal items included on receipts will result in the request being denied unless an itemized receipt is obtained from the retailer by the person submitting the request.

-Printouts from company programs that only show an amount spent, but no itemization, will also be denied.

-You will not be reimbursed for the cost of gift cards unless the gift card has an approved use, such as a gift for an event, or you can provide the receipt for the PTC related expenses paid for by use of the gift card as well as the receipt for purchasing the gift card.

Please do not lose your receipts!

DATE OF REQUEST: _____

PERSON SUBMITTING REQUEST: _____

PHONE NUMBER: _____

COMMITTEE/ACTIVITY: _____

APPROVED BY COMMITTEE CHAIRPERSON: _____

MAKE CHECK PAYABLE TO: _____

ADDRESS OF PAYEE: _____

DISBURSEMENT PREFERENCE:

_____ Pick up check at OLYMPUS OFFICE IN PTC BOX

_____ Mail to ADDRESS OF PAYEE

TOTAL AMOUNT REQUESTED (INC. TAX AND SHIPPING): _____

DESCRIPTION OF ITEM(S): _____

PROCEDURES TO BE FOLLOWED:

_____ Complete Reimbursement Request Form and staple original receipts/bills/invoices to the back of the form. Please keep a copy for your records.

_____ Place in PTC box in office or scan and email to olympus.ptc@gmail.com - Attn - Treasurer

PTC APPROVAL: Two signatures required.

Treasurer Signature _____

Pres. or Vice Pres. Signature _____

Ck Number _____ Amount _____ Date _____