

Bremerton Valley Scottish Rite Authorization and Record of Expense and Payment Request

Check all applicable blocks (IMPORTANT: Complete all sections below to ensure prompt payment)

- | | |
|---|--|
| <input type="checkbox"/> Request for reimbursement. | <input type="checkbox"/> Paid receipt(s) attached. |
| <input type="checkbox"/> Request payment on account. | <input type="checkbox"/> Invoice attached. |
| <input type="checkbox"/> Request for payment to point of purchase (NOTE: Return paid receipt to Secretary). | |
| <input type="checkbox"/> Have goods or service been received? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | | |
|--|--|------------------|---------------|
| MAKE CHECK PAYABLE TO: | | | |
| Name or to Point of Purchase: | | | |
| Address: | | | |
| City / ST / Zip: | | | |
| EXPENSE: | | | |
| Item | Date | Expense Category | \$ Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| <input type="checkbox"/> See required invoice/receipts attached. | | | Total: |
| Requester's Signature: | | | |
| FUNDING: | | | |
| Item(s) | Charge to: (Account or expense category) | | |
| | | | |
| | | | |
| | | | |
| | | | |
| WARRANT#: | Date: | | |
| Payment approved by: | | | |
| In the amount of: | | | |
| Notes: | | | |
| TREASURER: <input type="checkbox"/> Check issued | | | |
| Date: | Check# _____ | Amount: \$ | |
| Notes: | | | |

Expense Categories:

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|-------------------------------------|
| Almoner |
| Blue Lodge Support |
| Caps and Rings |
| CPA Fees |
| DeMolay |
| Honoraria Speakers (Guests) |
| Honors Fees |
| Jr. Warden's Fund |
| KSA |
| Library |
| Membership Fees & committee expense |

| |
|--------------------------------|
| Memorials / Flowers |
| Other |
| Paraphernalia, Degree Supplies |
| Personal Representative |
| Phone Tree |
| Postal |
| Property Insurance |
| Rent |
| Rite Care Per Capita |
| SC Per Capita (Supreme) |
| Scholarship Administration |
| Scholarship Awards |

| |
|-------------------------------|
| Scholarship Dinner |
| Secretary Expenses |
| SR Education Per Capita |
| Supplies, books, medals |
| Supreme Council Fees |
| Travel, Conference & Training |
| Tri-City LOA |
| Web Site & Software |
| Youth Donations |