

SPECIAL LIBRARIES ASSOCIATION

- Legal Division –

Request for Reimbursement / Payment

Please fill out completely and attach appropriate backup document (i.e. invoice, receipt, or other proof of expenditure). If a committee expenditure, please obtain approval of Committee Chair.

SUBMITTED BY: _____

AMOUNT: _____ DATE: _____ (PAYMENT: ___ REIMBURSEMENT: ___)

PURPOSE: _____

MAKE CHECK PAYABLE TO: _____

SEND CHECK TO: _____

Please submit completed form and receipt / invoice to Betty Edwards, Legal Division Treasurer.
Documents may also be sent via e-mail as a PDF.

Betty Edwards
320 Tremont Street
Braintree, MA 02184

E-Mail: bettyedwards@hotmail.com Tel: 617-694-3369

For Committee Use Only:
Committee Chair Authorization: _____
E-Mail or Phone for Verification Purposes: _____