

## REQUEST FOR FUNDS/ REIMBURSEMENT

This form is used for multiple purposes, it first shows who is the event chair (and co-chair), the man-hours of each event, type of event and reimbursement of funds. Please follow the directions in order to complete your event.

1. Use this form to request funds from the Council and **SUBMIT IT ELECTRONICALLY** as a notice (not payment, since no receipts will be attached).
2. Make sure to include the man-hour portion to show the participation level of the Council. Check the appropriate event type.
3. Print two copies (keep one for your records), sign and date the completed form, attach the receipts from the event and submit the hard copy.
4. Submit to the Financial Secretary for payment.

This can be through the mail (at the address below) or at an officers and/or business meeting.

Mark Borys  
Financial Secretary  
11648 Woodbridge Lane  
Baltimore OH 43105-9309

markb@copper.net

*Harry Clyburn*

Grand Knight  
St. Elizabeth Ann Seton Council 11187



# KNIGHTS OF COLUMBUS COUNCIL 11187

## Request for Funds/Reimbursement

Activity Type/Area

Submitted by: \_\_\_\_\_

Chair: \_\_\_\_\_

Administrative:

Date: \_\_\_\_\_

Co-Chair: \_\_\_\_\_

Council:

Pay To: \_\_\_\_\_

Co-Chair: \_\_\_\_\_

Church:

Address \_\_\_\_\_

Knights Working: \_\_\_\_\_

Community:

City, State and Zip: \_\_\_\_\_

Hours: \_\_\_\_\_

Family:

Reason/Event: \_\_\_\_\_

Man-Hours: \_\_\_\_\_

Youth:

Right to Life:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
Total		

Financial Secretary

Warrant \_\_\_\_\_

Date \_\_\_\_\_

Check number \_\_\_\_\_

Date \_\_\_\_\_

Trustees \_\_\_\_\_



1. Use this form to request funds from the Council
2. Print and attach all receipts and submit to the Financial Secretary