

# HMKC FINANCIAL TRANSACTION FORM REQUEST FOR REIMBURSEMENT

Person completing this form: \_\_\_\_\_

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

|   |                                 |                                     |                               |                 |
|---|---------------------------------|-------------------------------------|-------------------------------|-----------------|
| <b>STEP ONE:</b><br>Please circle ONE   | Agility                         | CGC                                 | Conformation                  | Herding         |
|   | Obedience (includes Star Puppy) | Proofing                            | Rally                         | Other:<br>_____ |
|   |                                 |                                     |                               |                 |
| <b>STEP TWO:</b><br>Please circle ONE   | Class/Seminar                   | Match                               | Practice                      | Run Thru        |
|   | Equipment                       | Show                                | Trial                         | Workshop        |
|   |                                 |                                     |                               |                 |
| <b>STEP THREE:</b><br>Please circle ONE | Agility Barn                    | Building (HMKC)                     | Exhibition Hall (Fairgrounds) | Herding Field   |
|   | K9 Kondo                        | Multipurpose Building (Fairgrounds) |                               | Other:<br>_____ |

## Attach all receipts

|                  |                             |                 |        |   |
|------------------|-----------------------------|-----------------|--------|---|
|                  | Advertising                 | Class Materials | Food   | Instructor/Assistant Fees (no receipt required) |
| Amount Requested |                             |                 |        |   |
|                  | Office Supplies / Equipment | Postage         | Travel | Other:<br>_____                                 |
| Amount Requested |                             |                 |        |   |

Name (for check): \_\_\_\_\_

Address: \_\_\_\_\_

Please check one:  Mail my check to address above

Leave at building (where?): \_\_\_\_\_

Signature of requestor (must be someone other than person getting check): \_\_\_\_\_

For Treasurer Use:

|                            |          |                 |
|----------------------------|----------|-----------------|
| Date Paid/Mailed/Building: | Check #: | Total Amount:\$ |
|----------------------------|----------|-----------------|