



CHECK REQUEST FOR REIMBURSEMENT

Please use this form to request reimbursement from NMGRA for prior-approved money/monies that you personally spent on behalf of NMGRA/Zia REGIONAL RODEO.

\$ _____ Amount for which you are requesting reimbursement.

\$ _____ Amount you paid for item, services, etc.

Yes _____ No _____ Prior approval from Treasurer or authorized Board member was received for item, services, etc.

Yes _____ No _____ Receipt or invoice showing paid attached

Yes _____ No _____ Did you pay Tax for this item, service, etc.

Yes _____ No _____ Did you ask the client to wave the tax as we are a non-profit?

Please submit this form to the Treasurer of NMGRA via email, regular mail or at a meeting for reimbursement.