

# Wasatch Mountain Club - Request for Reimbursement Check

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

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

Payable to: \_\_\_\_\_

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

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

Amount: \_\_\_\_\_ (All of the money should come from only one fund below)

Complete one: Leave check in mailbox titled \_\_\_\_\_, or mail to address above \_\_\_\_\_

What did you Buy? (Attach Receipts) \_\_\_\_\_

## The Rules:

1. Requests must be received by 10am the Monday before the Wednesday Governing Board meeting
2. Paper submissions must be mailed to the Club office with "Attn: Treasurer"
3. Email submissions must be emailed to [treasurer@wasatchmountainclub.org](mailto:treasurer@wasatchmountainclub.org)

**NOTE!!** If you aren't sure which of the funds listed below the money should be withdrawn from then:

1. Use the one below labeled "Unsure".
  2. Send an email to [wmc-board@wasatchmountainclub.org](mailto:wmc-board@wasatchmountainclub.org) and ask which fund to use.
- Doing these two items will ensure the Treasurer has the information needed to generate your reimbursement check in a timely fashion.*

## Only select **ONE** of these funds (submit two forms if from two funds!)

### (General Fund - Budget/Expense Category)

- \_\_\_ 700 Office (rent, utilities, wifi, ...)
- \_\_\_ 705 Office Expense (paper, ...)
- \_\_\_ 706 IT Expense
- \_\_\_ 710 Rambler Printing
- \_\_\_ 715 Rambler Postage
- \_\_\_ 720 Membership
- \_\_\_ 725 Membership Meeting
- \_\_\_ 730 Publicity
- \_\_\_ 735 Social - Organizer dinner
- \_\_\_ 739 Social - Lodge Rental
- \_\_\_ 740 Social Events - which?
- \_\_\_ 741 Boating- Annual Planning
- \_\_\_ 742 Climbing- Annual Planning
- \_\_\_ 743 Hiking- Annual Planning
- \_\_\_ 744 Bicycling- Annual Planning
- \_\_\_ 745 Winter Sports- Annual planning
- \_\_\_ ??? Unsure (see NOTE above)

### (Activity Equity Funds)

- \_\_\_ 310 WMC Conservation Fund
- \_\_\_ 330 Alexis Kelner Conservation Fund
- \_\_\_ 340 Boating Fund
- \_\_\_ 350 Mountaineering Fund
- \_\_\_ 360 BC Volunteer Trail Maintenance Fund
- \_\_\_ 370 A. Kelly Memorial Bike Fund
- \_\_\_ 390 Bill Viavant Water Sports Fund
- \_\_\_ 395 WMC Website Fund