



LŌKAHI CANOE CLUB  
PURCHASE / REIMBURSEMENT REQUEST FORM

This form may be used for: Minor purchases and request for reimbursement of previously agreed upon purchased items.

NAME OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please authorize the following purchases / reimbursement payments for:

PURPOSE \_\_\_\_\_

PAYMENT RECIPIENT (person or vendor): \_\_\_\_\_

Original payment made by (circle one): CASH / CHECK / BANK TRANSFER

ITEM / NAME AND EXPLANATION (please write a description of purchase)	AMOUNT PAID OR REQUESTED
TOTAL	

- Invoice to follow
- Receipt Attached

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date