Los Angeles Computer Society

Claim for Reimbursement

Please fill in as much information as you can. The "Used For" column is important so we can allocate expenses to LACS operating categories. Members with small claims should consolidate them over time. Those with large expenses should report them at least monthly. Please group your claims by activity

Examples:

99 Sep. 17	**200 meeting flyers**	**Jimmy's Copy Center**	**Publicity Oct. meeting**	**$13.00**
99 Oct. 3	**12 Batteries AA**	**Fry's**	**Microphone batteries**	**$6.49**

Date	Item	Vendor	Used For	Amount
			TOTAL CLAIM	

Attach Receipts for All Items

Submitted by: _____

Date: _____

Your Signature _____

x ----------

Approval Signature of LACS Officer if Claim is More than $20.00

Mailing address for check: _____

_____

_____

_____

Tel. # _____

Email _____