

**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:**

10-Jan-15	200 meeting flyers	Jimmy's Copy Center	Flyers Nov Gen Mtg	\$13.00
20-Feb-15	12 Batteries AA	Fry's	Microphone batteries	\$6.49

Date	Item	Vendor	Used For	Amount
			<b>TOTAL CLAIM</b>	

**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 \_\_\_\_\_