

Houston Alumnae of Kappa Alpha Theta
2019-2020
REIMBURSEMENT REQUEST FORM
(Use beginning June 1, 2019)

DATE:

NAME:

ADDRESS TO SEND REIMBURSEMENT:

PHONE & E-MAIL

COMMITTEE/EVENT:

DESCRIPTION AND PURPOSE OF PURCHASE:

AMOUNT

YOUR SIGNATURE:

Please attach original receipts, charge statements, etc., with your bill and mail to our Treasurer:

Marci Hamilton
844 Kuhlman Road
Houston, Texas 77024

Email Marci at marcihamilton5@gmail.com or call 713-397-3593 with any questions.

For Treasurer's Use Only:

Check # _____
Date Paid _____
Amount _____