

Houston Alumnae of Kappa Alpha Theta
2020-2021
REIMBURSEMENT REQUEST FORM
(Use beginning June 1, 2020)

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:

Beth Cozby
626 Hunters Grove
Houston, Texas 77057

Email Beth at bethcozby@comcast.net or call 713-858-6193 with any questions.

For Treasurer's Use Only:

Check # _____

Date Paid _____

Amount _____