

LearningQUEST Expense Form for Volunteer or Company reimbursement.  
*(please print all the information clearly)*

Date: \_\_\_\_\_ Total reimbursement: \_\_\_\_\_

Item(s) purchased. Be detailed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Committee name: \_\_\_\_\_

Subcommittee name: \_\_\_\_\_

Person or company that the check is made out to: \_\_\_\_\_

Address to mail the check to: \_\_\_\_\_

*If a volunteer is seeking reimbursement and wants their check mailed, please fill this in. If you do not fill it in, you will have to pick up your check at the library. The Treasurer will notify you when the check is ready to pick up.*

**Authorization signature of the Committee Chair for the subcommittee incurring the expense.**

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- a. The committee chairpersons must authorize all expenditures by their committee members. If a committee member wants reimbursement for an authorized expense, the Chairperson must approve the expense and send a request for reimbursement to the Treasurer; the Treasurer will then write a check to the committee member.*

***The authorizing authority and the signer of the check Must be separate individuals.***

**\*\*ATTACH ALL BILLS OR RECEIPTS\*\***