



Wahissa Lodge #118, Order of the Arrow Reimbursement Form

This form must accompany all requests for reimbursement made through Wahissa Lodge #118. No compensation will be provided otherwise. All expenses must be approved by a Key 3 member (Lodge Chief, Adviser, or Staff Adviser) and the Vice-Chief of Finance (VCF). The purchase receipt must be attached to this form in order to be accepted.

INDIVIDUAL TO REIMBURSE		
Name:	Date:	
Street:		
City:	State:	Zip Code:
Description of Expense	Amount	
		TOTAL:

ACCOUNT TO CHARGE (fill in O)		
<input type="checkbox"/> - March Workday	<input type="checkbox"/> - NOAC	<input type="checkbox"/> - Fall Fellowship
<input type="checkbox"/> - Conclave	<input type="checkbox"/> - Ordeal	<input type="checkbox"/> - Parent-Son Camporee
<input type="checkbox"/> - Spring Fellowship	<input type="checkbox"/> - Vigil	<input type="checkbox"/> - LOTS
<input type="checkbox"/> - Lodge Officer: _____	<input type="checkbox"/> - Committee: _____	
<input type="checkbox"/> - Chapter: _____	<input type="checkbox"/> - Other: _____	

KEY 3 & VCF APPROVAL	
I authorize the payment of the above total amount to the stated individual to be debited against the above cost center:	
KEY 3 Authorization (print):	Date:
KEY 3 Authorization (signature):	
VCF Authorization (print):	Date:
VCF Authorization (signature):	

OFFICIAL USE ONLY	
Status: <input type="radio"/> - Paid (Cash) <input type="radio"/> - Paid (Council issued check) <input type="radio"/> - Rejected	Total Amount:
Reimbursed by:	Invoice No: