

UNITED JAPANESE SOCIETY OF HAWAII

2454 S. Beretania Street #303 - Honolulu, Hawaii 96826

Telephone: (808) 941-5889 -

Email: info@ujshawaii.org

REQUEST FOR PAYMENT/REIMBURSEMENT

--Submit within one week of expenditure--

TO:

Request date	
Committee	Office
Requested by (include signature)	
Approved by (Treasurer)	

(Treasurer's signature)

DATE	DESCRIPTION/PURPOSE/VENDOR	AMOUNT
TOTAL		

(Note: Please attach all invoices and receipts to form.)

Please make check payable to:

	Leave check in office for pick up <u> </u> x <u> </u>
	Mail check <u> </u>

FOR TREASURER'S USE ONLY	
Date request received	Date paid
Receipts/computation verified	Check amount
	Check #

12.21.2020