



# 20<sup>th</sup> Annual Veterans' Holiday Celebration Petty Cash Reimbursement Request

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Items Purchased: (please provide your receipts)

- Coffee     Printing     Kitchen     Decorations     Vol. Coordination
- Care Package     Vol. Support     Site     Entertainment     PR/Marketing
- Spirit     Welcome Tent     Procurement     Logistics     Communications

Please itemize purchases: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Total Expenses: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Paid by: \_\_\_\_\_

Paid by:  Cash     Check# \_\_\_\_\_



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