



Northern Virginia Bead Society
P. O. Box 2258
Vienna, VA 22183-2258
www.nvbs.org

REQUEST FOR REIMBURSEMENT

Send request to both: treasurer.nvbs@yahoo.com and Accounting.nvbs@yahoo.com

Or hard copy addressed to Accounting, NVBS at P.O. Box above

CATEGORY: _____ Date: _____

REQUESTED BY: _____

APPROVED BY: _____

AMOUNT REQUESTED	
PAYEE	
MAILING ADDRESS	
PURPOSE (ATTACH SUPPORT DOCUMENTATION, either scanned or hard copies of receipts):	
NOTES	
(To be used by Accounting only)	
Check No. _____	DATE ISSUED: _____