

# Gardens RV Village Homeowners Association, Inc. Out-of-Pocket Reimbursement Request Form

**Requester Action:**

<b>Person making request:</b>		<i>Dollar Amount</i>
<b>Person(s) to be reimbursed:</b>		\$
		\$
		\$
		\$
<b>Total Amount</b>		\$

<b>Reimbursement Description:</b> <i>(describe in detail what the reimbursement is for)</i>
<i>(Attach appropriate receipts to form upon submission)</i>

<b>Is reimbursement covered by a Budget Category Item(s)?</b> <i>(check one)</i>	<b>Yes</b>	<b>No</b>
<b>If "Yes", what Budget Category Item(s)?</b>		
<b>Are sufficient funds available in the Budget Category Item to cover this reimbursement?</b> <i>(check one)</i>	<b>Yes</b>	<b>No</b>

(If either **No** box is checked above, the request must be submitted to the Board of Directors for approval. **CAUTION:** If this is the case, the request must be submitted for Board approval prior to expending personal funds. Individual HOA members expending personal funds prior to obtaining Board approval may not be reimbursed for the expenditure(s))

**Committee Action:** *(if applicable)*

<b>Requesting Committee:</b>	
<b>Committee Chairperson Approval:</b>	

**Board of Directors Action:** *(if applicable)*

<b>Does request need to be submitted for Board approval?</b> <i>(check one)</i>	<b>Yes</b>	<b>No</b>
<b>If "Yes", date form was submitted</b>	<i>(mm/dd/yyyy)</i>	
<b>Board action completed on:</b>	<i>(mm/dd/yyyy)</i>	<b>Approved: Yes No</b>
<b>Presiding Board Member Signature:</b>		

(If approved, submit form to requester to expend funds or to Treasurer for reimbursement. If disapproved, return form to requester.)