

**ST. VARTAN ARMENIAN CHURCH**

650 Spruce St.  
Oakland, CA 94610  
(510) 893-1671

**EXPENSE REIMBURSEMENT FORM**

NAME:  
ADDRESS:

DATE: \_\_\_\_\_

SIGNATURE:

DATE	VENDOR	PROJECT (e.g., ALTAR FLOWERS, FOOD FESTIVAL, PICNIC, MAINTENANCE)	ITEM PURCHASED	TOTAL

\$0.00

TOTAL REIMBURSEMENT: \_\_\_\_\_ **\$0.00**

NOTES:

APPROVED BY:  
*(Required for items over \$500.)*

PLEASE ATTACH ALL RECEIPTS TO THIS FORM. CIRCLE OR HIGHLIGHT EACH ITEM REQUIRING REIMBURSEMENT. PUT THE COMPLETED FORM ALONG WITH THE RECEIPTS IN THE TREASURER'S MAIL BOX IN THE OFFICE, MAIL IT IN TO THE CHURCH - ATTN: TREASURER, OR EMAIL IT TO [STVARTANOAKLAND@AOL.COM](mailto:STVARTANOAKLAND@AOL.COM). THANK YOU.