



Hay Lake Lodge Townhomes Association Reimbursement Request Form

Fill out the form below. All receipts should be attached to form and sent to Jim Lang (jimlang38@gmail.com) or Craig Swandal (cswandal55@gmail.com).

Date _____

Submitted by _____

Phone _____

Email _____

Send Check to (name) _____

Address, City/State/Zip _____

Purpose of Expense _____

Description of Receipt/Purchase (please itemize):	Amount
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Total	_____
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Approval: _____

Internal Use Only

Check Number	_____	Amount	_____	Date	_____
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Budget Category	_____
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