

Urbana-Champaign Independent Media Center

Attn: Treasurer / 202 S Broadway Ave, Suite 100 / Urbana, IL 61801

Request for Reimbursement

Please reimburse the following person:

First Name: _____

Last Name: _____

Address: _____

Phone Number: _____

Email address: _____

For the following expense:

Purpose: _____

Total Amount (excluding taxes): _____

Working Group to Bill: _____

Please attach either:

- an invoice or bill, and a payment receipt;
- an invoice or bill marked "paid" by the vendor.

We will send a check to the address specified above once the expense is confirmed.

► The IMC does not reimburse taxes. Please use our 501(c)3 forms to obtain a bill or invoice without taxes.

Upcoming Bill Notification

When a bill comes in the IMC mail, we need to know which working group it belongs to.

Bill From: _____

Purpose: _____

Amount: _____

Working Group to Bill: _____

Internal IMC Transfer

Transfer to General Fund **from** Working Group: Makerspace Urbana

Transfer from General Fund **to** Working Group: IMC

Amount: \$150

Justification: Send the IMC to the AMC - Donation from Makerspace Urbana

☛ **For all requests, fill-in the following:**

Today's date: 5 / 21 / 2015

Requestor's Name: Emily Knox

Requestor's Signature: 

Internal use only:

QB Entry Date: ___ / ___ / _____ By: _____