

THE TATE CONDOMINIUM

REQUEST FOR DISBURSEMENT OR REIMBURSEMENT

Type directly into this form or print out the blank form and fill it out legibly. Send the completed form (electronically, by hand, or through the mail) to the Tate Treasurer.

All requests for disbursement must be accompanied by original invoices or similar appropriate documentation. No photocopies will be accepted. No disbursement will be made without a board approved signature authorizing the payment.

Requesting committee	
Date of request	
Name of payee	
Street address	
City	
State	
ZIP	
Amount	
Purpose	

Board authorizing signature	
Print name	
Title of authorized signer	
Date	