

Heritage Hills HOA CHECK REQUEST AND/OR REIMBURSEMENT VOUCHER

PLEASE REMEMBER:

- Attach all receipts and a copy of contract, if applicable
- Itemize all receipts or purchase orders
- Total reimbursement request
- Sign form
- Turn-in to property manager for check processing

FILL OUT THE FOLLOWING INFORMATION:

PLEASE DELIVER MY CHECK VIA:

Description: _____

Date of request: _____

Pay to the order of: _____

Signature: _____

HOA President/Treasurer: _____

Mail to: _____

Drop off at house _____

Call me when ready; I will pick up _____

Other: _____

Receipt Date	Vendor/Business	Items Purchased	Total

Administration's Use Only:

Entered in financial software

Check Number _____ Check Date _____ Check Amount _____

Audit: _____ Bookkeeper: _____

Total Reimbursement request:

\$
