

## REQUEST FOR REIMBURSEMENT

To: TREASURER, NMLA

Date:

Purpose of Expenditure:

Itemized Expenses(s):

Attach Required Receipt:

Total Cost to Be Reimbursed:

Expenditure Approved under Current Budget of:

Office or unit: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(authorized signature)

Make check payable to: \_\_\_\_\_

Mail Reimbursement to:

\_\_\_\_\_ name  
\_\_\_\_\_ mailing address  
\_\_\_\_\_ city, state, zip

Please note: The New Mexico Library Association is a tax-exempt organization, and does not pay sales tax (except on services) when the item is billed to the Association. The Treasurer will supply Tax Exempt Certificates upon request.