

## Reimbursement Request Form

Version 1 (Jun 2022)

Submitter Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Submitter Address: \_\_\_\_\_ Reimbursement Amt: \_\_\_\_\_

Submitter Signature: \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Approver Name: \_\_\_\_\_ Position of Approver:  Treasurer  
 President

Purchase Date	Purchase Amount	How Authorized	Where Purchased	Item Purchased	Purpose of Purchase and/or Project Supported
		<input type="checkbox"/> Budgeted <input type="checkbox"/> Board Vote <input type="checkbox"/> Bd Mbr Auth			
		<input type="checkbox"/> Budgeted <input type="checkbox"/> Board Vote <input type="checkbox"/> Bd Mbr Auth			
		<input type="checkbox"/> Budgeted <input type="checkbox"/> Board Vote <input type="checkbox"/> Bd Mbr Auth			
		<input type="checkbox"/> Budgeted <input type="checkbox"/> Board Vote <input type="checkbox"/> Bd Mbr Auth			
		<input type="checkbox"/> Budgeted <input type="checkbox"/> Board Vote <input type="checkbox"/> Bd Mbr Auth			

Continuation Sheet(s) Used? Yes  No

**Instructions:**

- **Who May Submit:** Only Board and Committee members may spend personal funds on behalf of the Association with the expectation of being reimbursed for those expenditures
- **What Expenditures Are Reimbursable:** Only *properly-authorized, common-element* expenditures, as follows:
  - Funds must have been budgeted or specifically authorized by a Board vote (checked accordingly above)
  - If planned expenditure is neither budgeted nor authorized by a Board vote, one of the following apply:
    - **Committee members:** Requires the written concurrence by 2 Board members on the Expenditure Approval Form (checked as “Bd Mbr Auth” above)
    - **Board members:**
      - May make expenditures for a project (neither budgeted nor authorized by Board vote) *totaling* less than \$100 without permission (checked as “Bd Mbr Auth” above)
      - If \$100 or more, Committee member requirements apply (checked as “Bd Mbr Auth” above)
        - When the Submitter is a Board member, the Submitter may be one of the two authorizing signatories on the Expenditure Approval Form
        - When Submitter is either the Treasurer or President, the other role-holder must be approver
- **Documentation:** Receipts or Statements of Lost Receipt must accompany all reimbursement request
- **How To Submit:** The Reimbursement Request Form must either be:
  - Emailed to Jennifer MacDonald at [jenniferm@applemgmt.com](mailto:jenniferm@applemgmt.com) or
  - Mailed to Apple Property Mgmt (Attn: Jennifer MacDonald), 71 Rhoads Center Dr, Dayton, OH 45458