

# **BMR Club/Committee Reimbursement/Funds Disbursement Request**

**Date of Request:** \_\_\_\_\_

**Committee Requesting:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Amount Requested to BMR GL Account:** \_\_\_\_\_

**Name of Person to Issue Check To:** \_\_\_\_\_

## **APPROVAL**

**Date of Approval:** \_\_\_\_\_

**Approved By Gala Committee Chairperson:** \_\_\_\_\_

**Approved By Gala Liaison:** \_\_\_\_\_

**Amount Approved:** \_\_\_\_\_

**Date Check Issued:** \_\_\_\_\_      **Amount Transferred to GL Acct.** \_\_\_\_\_

**Check #** \_\_\_\_\_

### **Directions:**

1. No Committee funds will be issued without the above form being completed & signed.
2. A minimum of one week wait for check to be issued.
3. Clubs & Committees must request their funds by November 30<sup>th</sup> for annual requests.
4. Committee funds in excess of \$2,000, must be held in trust in a BMR bank account. (Admin Rule 3.8)
5. All other funds must be held in a bank account that includes "Black Mountain Ranch" in the name on the account.