

# SPECIAL LIBRARIES ASSOCIATION

- Legal Division -

## **Request for Reimbursement / Payment**

Please fill out completely and attach appropriate backup documentation (i.e. invoice, receipt, or other proof of expenditure). If this is a committee expenditure, please obtain approval of the Committee Chair.

SUBMITTED BY: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_ (PAYMENT: \_\_\_ REIMBURSEMENT: \_\_\_)

PURPOSE: \_\_\_\_\_

\_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

SEND CHECK TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit completed form and receipts / invoices to Sue Mecklem, Legal Division Treasurer.  
Documents may also be sent via e-mail as a PDF.

Sue Mecklem  
1968 SE 25th Ave.  
Portland, OR 97214

E-mail: [susanmecklem@gmail.com](mailto:susanmecklem@gmail.com) Tel: 503-778-5252

<b>For Committee Use Only:</b>
Committee Chair Authorization: _____
E-Mail or Phone for Verification Purposes: _____