



# Neighbors of Pinehurst

## Event Planner/ Expense Reimbursement

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_ Time: \_\_\_\_\_

Person/s in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Per Person Cost: \_\_\_\_\_

(Attach an alphabetical list of names)

List of Expenses: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_

(Attach receipts noting person to be paid for each.)

Purpose?	Amount?	Payable to?	Treasurer's Use Only	

Number of Checks Enclosed: \_\_\_\_\_ Total Amount Submitted: \_\_\_\_\_