



## OAYHA Reimbursement Request

For Office Use only  
(stamp/initial @ completion)

\*all reimbursements will be via check, there will be no reimbursements for credits to membership/skater fees

\*all requests must have an itemized receipt or invoice marked paid/zero balance attached

\*for accounting and budgeting purposes, please keep all requests within the fiscal year the expense occurred (this runs June 1 to May 31)

\*you may scan this form & email to oyhatreasureroffice@gmail.com or place in the drop box at the YMCA

Name of requester:

(Last, First)

Date:

(month/day/year)

Date complete  
(month/day/year)

Event Name  
(ie: coaching, THFF)

Prior approval by  
(board member/committee head)

Amount

Total Requested

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