



RISE AND RESIST
CHECK REQUEST (REIMBURSEMENT) FORM

MAKE CHECK PAYABLE TO: _____

NAME OF ACTION _____

STREET ADDRESS _____

DATE OF ACTION _____

CITY, STATE, ZIP _____

NAME OF ACTION FACILITATOR
(Assigned coordinator for the approved action)

ITEM NO	DATE OF PURCHASE	DESCRIPTION OF EXPENSE	AMOUNT
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

All receipts MUST be attached to this form in order for your reimbursement to be processed.

TOTAL AMOUNT OF REIMBURSEMENT

ACTION FACILITATOR SIGNATURE _____

PAYEE SIGNATURE _____

PAYEE TELEPHONE NUMBER _____

The Finance Working Group prioritizes material costs directly related to approved actions. Approved items include but are not limited to props, leaflets, label printing, banners and sign materials, glue, poster board, magic markers, balloons, etc. Items that will not be approved include coffee, food, other drinks. The Finance Working Group will allow for expenses resulting from transportation of large and/or heavy props for actions.

PLEASE SUBMIT DIGITAL COPIES OF THIS CHECK REQUEST FORM, ALONG WITH ALL RECEIPTS TO: FINANCE@RISEANDRESIST.ORG