



## LHINC Reimbursement Request Form

(Please attach receipt or invoice.)

Check Payable To: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Amount of Check: \_\_\_\_\_ Check #: \_\_\_\_\_

<b>Amount</b> <i>(\$ Amount for each Item)</i>	<b>Class #</b> <i>(See below)</i>	<b>Category &amp; Memo Description</b> <i>( i.e. Postage, May Phone Bill, etc.)</i>	<b>Bank Account</b> <i>(LHINC or LHINC NRP)</i>

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\* Expenses over \$200 require signatures from two LHINC check signers.

### **LHiNC Class List**

1. LHiNC Ops- CPED (Newsletter Delivery)
2. LHiNC Ops- Eco-Parents
3. LHiNC Ops- Environment Committee
4. LHiNC Ops- Festival
5. LHiNC Ops- General
6. LHiNC Ops- Hendry
7. LHiNC NRP- Contract #23102 (Administation/Newsletter)
8. LHiNC NRP- Contract- #17940 (Youth Programming)
9. LHiNC NRP- Contract- #23657 (Youth Grants)
10. LHiNC NRP- Contract- #24849 (History Book)