

IGBO Check Request

Send completed form to:

Richard A. Perez
 IGBO Treasurer
 829 53rd Street
 Oakland, CA 94608
 U. S. A.



Signed forms can be scanned and emailed, along with receipts to: treasurer@igbo.org

Pay to Name:

Address:

City: **ST/Prov.:**

Postal Code: **Country:**

Board Position or Regional Name/Number:

Reason for expenses:

Please provide detail of expenses.

Description	Dates		
Airfare			
Lodging			
Rental Car			
Uber/Lyft Charges			
Mileage (list 3of miles)			
Per Diems			
Other* - Detail below			
Totals:	0.00	0.00	0.00

Total all Columns:	Rate	Currency	0.00
Less Advances:			<input type="text" value="0.00"/>
Less Donated Amount: **			<input type="text" value="0.00"/>
Total Amount Requested:			\$ <input type="text" value="-"/>

*** Detail of Other Expenses:**

** - Individual donation to IGBO Inc. in lieu of reimbursement in the name of the individual above.

In accordance with IRS regulations, receipts must accompany all claims

To the best of my knowledge, all expenses are accurate and documentation has been attached when required. All forms must be signed to receive payment. Request may be sent via e-mail followed by hard copy and attachments in the mail.

Signed _____ Date _____

Date paid: _____ Check #: _____ *Office use only*