



Vizcaya of Bradenton Condominium Association, Inc.
6101 34th Street West, Bradenton, FL 34210

Reimbursement Request Form for Committee Project Expense

This form is required for committee chairs and volunteers to request a refund for a committee project expense that was paid for with personal account.

- Prior to making a purchase or paying for an expense, you must notify the committee chair of the item(s) you are purchasing or of the expense you are paying for.
- Fill out the bottom portion of this form including the committee chair's signature. If the chairperson is not on the property, an email with the chairperson's authorization will suffice.
- You can either drop off this form along with a receipt in the office or email them to the following three: the Board President, the property manager, and the committee chair.

NAME: _____ **UNIT #:** _____

COMMITTEE NAME: _____

DESCRIPTION:

COMMITTEE CHAIR'S SIGNATURE: _____

DATE: _____