



**TENNESSEE FEDERATION OF COLORED WOMEN AND YOUTH CLUBS, INC.**

MEMBER NATIONAL ASSOCIATION OF COLORED WOMEN'S CLUB'S INC.  
 ORGANIZED 1896 MOTTO "LIFTING AS WE CLIMB" INCORPORATED 1904  
 Website - [tennesseefederationofcoloredwomen.com](http://tennesseefederationofcoloredwomen.com)

**Reimbursement Budget Request Form**

Event & Description: \_\_\_\_\_

Date Event: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Chair/Sponsor: \_\_\_\_\_

Purchased/Requested by: \_\_\_\_\_

Amount Requested \_\_\_\_\_

(Please provide a detailed list of items needed, dates, etc.) – Attach Receipts

Purchased Items	Qty	Cost
<b>Subtotal</b>		

Taxes 9.25%

Approved – YES \_\_\_ NO \_\_\_

TOTAL

President: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Sec. \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Check #

Signed by: \_\_\_\_\_

Date Received: