

Maintenance & Amenities Reimbursement Form

(Submit this to the Finance Office)

House: _____ **Contract Period (circle one):** S/S F/W

Requested by: _____ **For** _____
(your name) (month/year)

Instructions: Each month turn in this form for any maintenance or amenities expenses that are paid for out of your checking account. *Attach the receipts or you will not be reimbursed.* Do not list anything except maintenance and amenities. List all the items separately and with as much information as possible.

Item:	Date of Purchase:	Business Name where Item was Purchased:	Maintenance Amount:	Amenities Amount:

TOTALS:

Maintenance \$ _____

Amenities \$ _____

Please note: Amenities reimbursement is available **ONLY** for items your house approves. Please attach house meeting minutes showing that the house approved the expenditure listed above.

Do not include tax in the maintenance totals. No tax is paid when the ICC charge accounts (available to all maintenance managers) are used, so no tax will be reimbursed when the house chooses not to use the charge accounts available to them.