

## Reimbursement Request or Donation to Friends of Unity, Plymouth

We welcome your gifts of service and items. How would you like us to treat this?

- I am making a donation  
 I am seeking reimbursement

<b>Name</b>	
<b>Address</b>	
<b>City</b>	
<b>State</b>	MI
<b>Zip Code</b>	
<b>Phone</b>	
<b>Email</b>	

Description:

<b>Item</b>	
<b>Description</b>	
<b>Value/Amount</b>	

Required: Attach original receipt for reimbursement

### Business Office Actions Completed

- Sent Thank You for the donation on \_\_\_\_\_  
 Recorded the donation  
 Recorded to expense account \_\_\_\_\_  
 Trustee approval for the reimbursement by \_\_\_\_\_  
 Check # \_\_\_\_\_ mailed on \_\_\_\_\_

Business Office Actions Completed by \_\_\_\_\_

*Thank you for your generous support!*