



# JUNIOR LEAGUE OF MONTEREY COUNTY

If you are..... Your approver is:  
 Committee Member..... Committee Chair  
 Committee Chair or Co-chair.... Board Member  
 Board Member..... President or Treasurer  
 Treasurer ..... President  
 President ..... Treasurer

1. Consult your budget to ensure that funds have been budgeted for this expense.
2. **You must attach receipts or invoices** and retain a copy for your committee. You will **NOT** be reimbursed without proper support or approval.
3. Once form is complete with appropriate signatures and support, mail to JLMC office at 391 Decatur Street, Monterey, CA 93940 or scan/email to [Admin@JLMontereyCounty.org](mailto:Admin@JLMontereyCounty.org) and [TreasurerJLMC@gmail.com](mailto:TreasurerJLMC@gmail.com)
4. **Submit expense reports within 30 days of expenditure.**
5. Allow two to four weeks for processing. Thank you!

## 2020-2021 Check Request Form

Print Name:

Phone:

- Reimbursement
- Advance
- Explanation of JLMC debit card charge
- Bill payment request

Date of expense/purchase:

Date of request:

Committee:

Total amount: \$

Description:

Check is payable to:

Address:

City/State/Zip:

Signature of person who is requesting payment:

\*\* Signature of approver:

\*\* Name and Title of approver:

Enter amount spent next to appropriate account number below:

ADMINISTRATIVE EXPENSES		OWS EXPENSES		MEMBERSHIP EXPENSES	
\$	8090 Postage	\$	6100 Heritage	\$ 12999	6030 New Member Training
\$	8100 Office Supplies	\$	6645 Event Costs	\$	6050 Education/Training Internal
\$	8145 Computer/Internet	\$	6646 Supplies	\$	6051 Leadership Training
\$	8160 President Allowance	\$	6649 Capital Expenditures	\$	6052 BOD Transition Meeting
\$	8165 Board Allowance	\$	6650 Repairs & Maintenance	\$	6060 Education/Training External
\$	8860 Taxes & Licenses	\$	6651 Gardening	\$	6070 Website Database
\$	8881 Parking Validations	\$	6652 Cleaning	\$	6080 Council Discretionary
\$	8882 Dues & Subscriptions	\$	6653 Monitors	\$	6090 Recruitment/Retention
\$	Other:	\$	6661 Marketing	\$	7630 Nominating Placement
		\$	Other:	\$	7995 Board Retreat
				\$	8035 Sustainers
FUNDRAISER EXPENSES		COMMUNITY EXPENSES		\$	8200 General Meeting
\$	4611 League Fundraiser	\$	6040 SPAC/Public Affairs	\$	6720 Public Relations
\$	4108-01 Add'l Fundraiser	\$	6640 Impact	\$	Other:
\$	4620-1 AT&T ProAm	\$	6711 Garden Project (GUG)		
\$	6614 Annual Fund	\$	6752 Scholarship		
\$	Other:	\$	Other:	\$	Other:
\$	Other:	\$	Other:	\$	Other: