

# Grandview Farm Condominiums, Inc

## HOA Expense Reimbursement Form

### HOA Expense Reimbursement Policy

All out-of-pocket expenditures for HOA-related expenses must be approved in advance by the HOA Board of Directors.

Board members and/or HOA homeowners must submit an Expense Reimbursement Request, along with copies of their original receipts for items purchased and/or expenses incurred.

Expense Reimbursement Requests should be submitted to the HOA Treasurer in a timely manner after obtaining **Two Board member signatures that are required on the HOA Expense Reimbursement Request.**

### HOA Expense Reimbursement Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date	Explanation of Expense	Amount
		\$
	<b>Attach Receipts/Proof of Payment to this Form</b>	
	<b>Total</b>	\$

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

### Two HOA Board Member Signatures Required before Submitting to Treasurer

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_