# Hawaii Alpha Delta Kappa

## Expense-Reimbursement Sheet
## 2022-2024 President Susan Okano

Submitted by: _____

Committee or Office:_____

**Itemize all expenditures. Attach original receipts for expenditures. Receipts are required for reimbursement and audits. No receipt = no reimbursements.**

**<u>Send to State Treasurer; check your directory for address.</u>**

| date | Quantity | Description of item and cost per item. ex. folders @3.50 ea, | cost |
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| | | | |
| | | TOTAL: | |

Mail check to: _____

Address: _____

**<u>Treasurer's use only</u>**_____

date received: _____ check number: _____ amount : _____

date sent: _____ fund: _____