

GCA

Unit Owners Request For Reimbursement

Date: _____

Unit Owner: _____ Unit #: _____

- Committee Reimbursement
- Maintenance Reimbursement
- Other

Description: _____

Requested Amount (Attached Documentation Required): _____

- Petty Cash (Under \$100) Check
- Date Paid _____

(Requests Under \$500) Approved By:

_____ (President or Treasurer) _____ (Board Member)

(Requests Over \$500 Require Board Approval)

Approved by GCA Board Action: _____
(Date)

Date Submitted to CAM: _____

Please Send Check To: _____

***Please note: Prior Board approval is required for any reimbursement.**