

**Check Reimbursement Form**  
**Phi Delta Kappa, University of Nebraska, Chapter 0015**

**Please fill out the following completely:**

**ATTACH INVOICE TO REIMBURSEMENT FORM**

Date form turned in \_\_\_\_\_

Name of Payee for check \_\_\_\_\_

Amount paid to Payee on this check: \_\_\_\_\_ Check Number: \_\_\_\_\_

Full Address of the Payee \_\_\_\_\_

Committee / Project \_\_\_\_\_

Account Number (see below) \_\_\_\_\_

Description and purpose of expenditure : \_\_\_\_\_

\_\_\_\_\_

Name and phone number of person completing this form: \_\_\_\_\_

\_\_\_\_\_

**APPROVAL:**

\_\_\_\_\_ By PDK President

\_\_\_\_\_ By PDK Treasurer

Receipts can be mailed to or scanned (and emailed) to the UNL PDK Treasurer. All receipts must be submitted within one month of the original expenditure in order to be reimbursed:

Bev Westerberg, 5915 Bartholomew Circle, Lincoln, NE 68512  
[bwester@neb.rr.com](mailto:bwester@neb.rr.com) 402-328-9353

**Account Numbers**

100 Supplies  
200 Travel  
300 Technology  
400 Entertainment  
500 Printing  
600 Scholarship