



Oregon Women's Sailing Association
Expense/Vendor Form

- 1. Staple original receipts to BACK of form.**
- 2. Submit Expense Form to your Program Chair.**

Name/Payee _____ Phone _____

Address _____ Date _____

City, State, Zip _____ Email _____

Program*	Expense Category*	Description of Item	\$ Amount
Total Reimbursement			

***See back of form**

Program Chair * _____
(Please print name) _____
Signature

Mail To:
 OWSA Treasurer
 7375 SW Wilson
 Beaverton, OR 97008

<i>Treasurer Use Only</i>		
Check # _____	Date _____	By _____
\$ _____	to _____	_____
\$ _____	to _____	_____
\$ _____	to _____	_____
\$ _____	to _____	_____

Program	Program Chair
• Program Development	Robin Fouche
• Basic Cruising	Julia Tucker
• Basic Racing	Mary Hartel/Ray Grant
• BOAT Program	Karen Anderson
• Boat Show	Julie Demaree
• Cool Maneuvers	Robin Fouche
• Meetings	Ellen Van Rossom
• Race Official	Mary Hartel/Ray Grant
• Sailing Basic (Short Course)	Robin Fouche
• Sailing Basics	Robin Fouche
• Sailing Sisters	Liv Aamott
• Spinnaker Handling	Robin Fouche
• Wednesday Night Sail	Robin Smith
• Women's Race Series	Mary Hartel/Ray Grant
• Women's Regatta	Mary Hartel/Ray Grant
• Administration	Susan Gierga

REIMBURSEMENT POLICY

Please –

1. File report in month of expense;
2. Attach original receipts to back;
3. No personal items on receipts;
4. Cash check immediately; checks void after 90 days;
5. Expense over \$100 **OR** not listed on approved budget needs prior board approval.
6. **DO NOT USE FOR SFC**

Thank you!

- | |
|------------|
| • Speakers |
| • Supplies |
| • Training |