



EXPENSE FORM

Instructions: Boutique Committee member should complete top portion, attach invoice or documentation and place in Boutique Mailbox. To expedite your reimbursements or **if they are submitted before November 1st**, please email or call Susan Slane - 781-749-4787 susanslane@verizon.net.

Submitted by: _____

Vendor: _____

Amount: _____

Reason: _____

To be paid directly to vendor. Send payment to: _____

I've paid and need to be reimbursed. Send check to: _____

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 Approved by Boutique Chair _____

Paid by Office. Check # _____ Date _____ By _____

Copy placed in Boutique Treasurer's Box (by office)

Approved by Parish Family _____