



we think outside the 'bots

ROCKFORD ROBOTICS

Expense Reimbursement Form

Please print and fill out the form on Page 2 below to request reimbursement for any out-of-pocket expenses made on behalf of Rockford Robotics Inc.

Receipts must be included for each expense line. If a single receipt applies to multiple categories, please make an attempt to itemize.

Please attempt to limit expense reimbursement requests to between \$50 and \$500 to help us minimize cost and better understand our budget throughout the season.

Expense Description

Please include a brief description of the items purchased (printer ink, gearboxes, motors, aluminum sheet stock, CNC lathe, etc). This description is not required to be all-inclusive of the order. When possible, include the vendor from whom the purchase was made.

Expense Categories

Please use one of the following categories to describe each expense being requested for reimbursement:

- Robot Materials
- Playing Field Materials
- Marketing Materials
- Office/Kitchen/Facilities Supplies
- Training/Off-Season Program Materials
- Capital Improvements

Reimbursement Request

| Expense Date | Expense Description | Expense Category | Expense Amount |
|--------------|---------------------|------------------|----------------|
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Requestor Information

Request Date: _____ Total Requested Amount: _____

Make Check Payable To:
