



Town of Genola Reimbursement Form

Fill out the form below, attach all receipts, obtain councilmember signature, and then turn into the town office. All receipts should be turned in within 30 days of purchase.

Date _____

Budget Category _____

Approver/Council Sig _____

Submitted by _____

Phone _____

Email _____

Send Check to (name) _____

Address _____

Description of Purchase	Amount
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only		
Check Number _____	Amount _____	Date _____
Budget Category _____		

Reimbursements may take up to 3 weeks to process.

