



## ACE MENTOR REIMBURSEMENT FORM

\*Please submit total amounts at the end of each semester \*

Request by : \_\_\_\_\_

Role: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing address for sending the check:

\_\_\_\_\_

\_\_\_\_\_

	Date of Purchase	Name of Vendor	Reason	Amount
	<i>(Sample) 10.15.21</i>	<i>Dominos Pizza</i>	<i>i.e. Pizza Party, ACE Meeting</i>	<i>\$62.50</i>
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
			<b>Total</b>	\$

SUBMIT TO:

ACE Mentor Treasurer  
 Anthony Damon: [anthony.damon@dpr.com](mailto:anthony.damon@dpr.com)

Submit this form for either advanced payment with vendor **invoice** OR reimbursement with a **receipt**.

Reimbursements will be made if a request has been budgeted for the fiscal year and the request is under budget. If a request is over budget or not contained in the existing budget, the requestor may schedule their request for the next Executive Committee agenda for discussion and vote by the Board.