

# Monetary Request Form

Potter Park Zoo Docent & Volunteer Association

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Amount: \_\_\_\_\_

Provide reason for reimbursement or request:

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Return form to PPZDVA treasurer by email ([ppzdvatreasurer@gmail.com](mailto:ppzdvatreasurer@gmail.com)) or written copy.

*Note: Requests will be reviewed at PPZDVA Executive Board Meetings held on the 2<sup>nd</sup> Wednesday of each month. Original copy of monetary request form will be retained by PPZDVA Treasurer for our records. Reimbursements will not be issued without receipt.*

X

Signature of Requester

\*\*\*\*\*Below for PPZDVA Treasurer Use Only\*\*\*\*\*

Circle One:      Request Approved                      Request Denied

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

Explanation if Request Denied: \_\_\_\_\_

\_\_\_\_\_

Amount Approved: \_\_\_\_\_

Check Written:    Yes            No

X

Signature of PPZDVA President

X

Signature of PPZDVA Treasurer