



## Town of Moultonborough

Office of Finance & Personnel  
6 Holland Street – PO Box 139  
Moultonborough, NH 03254  
Phone (603) 476-2347 \* Fax (603) 476-5835

### REIMBURSEMENT FORM

Note: Reimbursements from petty cash cannot exceed \$50.00

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

Department: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

Requested by: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

Account Number: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Received by: \_\_\_\_\_

Signature: \_\_\_\_\_