



Town of Moultonborough
OFFICE OF ADMINISTRATION
6 Holland Street • PO Box 139 • Moultonborough, NH 03254
PHONE 603.476.2347 FAX 603.476.5835

REIMBURSEMENT REQUEST 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: _____