



# Tahlequah Community Playhouse, Inc.

P.O. Box 902 –Tahlequah, OK 74465 – [www.tcpok.com](http://www.tcpok.com) – (918) 822-4440

## Expense Request Form

To be turned in within 2 weeks following the end of a show

Please attach receipts and put amounts in the appropriate categories below. Give Request From to the Season Manager or Director who will approve and give to the Treasurer for payment. Reimbursements will not be made without receipts.

Categories are: Set & Props; Costumes; Make-up; Wine; Promotion; Office;

Date of receipt	Store	Amount	Category
Total Requested			

If any of the above is to a “Gift in Kind” (meaning you want a receipt and not to be reimbursed), Please indicate with an asterisk (\*) beside the amount.

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

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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

Paid: Check # \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_