| TO: | Ryan Heilman, Treasurer | OLL |
|--------------------------------------------------------------|---------------------------------------------|---------------|
| | Celeste Jordan, President | QAROLL C |
| | | |
| FROI | M: | EDUCALION ASS |
| RE: Reimbursement needed (submit within 2 weeks of purchase) | | |
| | | |
| Date | e of purchase: | |
| Reim | nbursement amount: | |
| Budg | get Area (to be filled out by CCEA office): | |

All receipts must be itemized. All purchases should be preapproved.