

Ridge Side Cooperative
839-847 Williamson Street
Madison, Wisconsin

Reimbursement Request

Date of Request _____ Date of Purchase _____

Place of Purchase/Contractor _____

Items

Purchased _____	Purpose* _____	Cost _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Minus Credit _____
		Total Reimbursement Requested _____

Member's Signature _____

Date Co-op Board Approved Purchase _____

Co-op Officer's Signature _____

Ridge Side's financial policies allow members to be reimbursed for pre-approved items and at pre-approved costs. All requests must be accompanied by a legible receipt showing the cost of the item.

Co-op policy requires members to submit reimbursement requests within thirty (30) days of purchase.

The co-op's bookkeeper will reimburse the member within a week, unless there is a problem requiring review by the co-op's board of directors.

Requests for reimbursement that have not been pre-approved must be brought to the co-op's board of directors for approval. Neither the co-op's treasurer nor bookkeeper may make such reimbursement without approval of the board of directors.

*Include building number(s) involved and description of type of job (i.e., 839 electrical upgrade)