

Houston Alumnae of Kappa Alpha Theta
2024-2025
REIMBURSEMENT REQUEST FORM
(Use beginning May 1, 2024)

DATE:

NAME:

ADDRESS TO SEND REIMBURSEMENT:

PHONE & E-MAIL

COMMITTEE/EVENT:

DESCRIPTION AND PURPOSE OF PURCHASE:

AMOUNT

YOUR SIGNATURE:

Please attach original receipts, charge statements, etc., with your bill and mail or scan to our Treasurer:

Elizabeth Kendrick
6150 Inwood Dr
Houston, Texas 77057

Email Elizabeth at erkend1088@gmail.com or call (281) 687-1718 with any questions.

For Treasurer's Use Only:

Check # _____
Date Paid _____
Amount _____