



# BC Expense Form

1. Please fill in your contact information.

Name		Chapter	
Address		Email	
City, ST, Zip		Period Covered	

2. Categorize your expenses (including donated) with any notes or explanations.

Item/Service	Amount	Donated	Note/Explanation	Internal Use
Postage				
Printing/Copies				
Office Supplies				
Phone				
Books				
Software				
Mileage				
Other (Specify)				
Subtotal	\$			
Less Donation		< \$ >		Thank you!
<b>Total Reimbursement</b>		\$		

3. Attach your receipt(s) in order to receive reimbursement. Originals preferred; digital copies acceptable.

4. Mail or email this form to the Accounts Payable Manager:

Ginger Gorrell, 319 Grass Point Rd, Apex, NC 27502

[finance@breastfeedingusa.org](mailto:finance@breastfeedingusa.org), (919) 360-1928

Please include a SASE or mailing label if possible. Thank you.

This form is for expenses incurred by **BCs representing BfUSA in their communities**. Expenses incurred for **Committee or Workgroup activities** must be reported on the *Committee Expense Form* found in the *For Volunteer* section of the website.

**For timely reimbursement**, please file expenses **by the 10th of each month**. All expense checks will be issued by the 20<sup>th</sup> of the month. Expenses arriving after this time may be held until the next month for payment. Expenses over three months old will be considered a donation to Breastfeeding USA, unless approved by the Finance Committee.

Please contact the Finance Committee at [finance@breastfeedingusa.org](mailto:finance@breastfeedingusa.org) before considering expenditures of more than \$75. Even if the cost will be donated, the Finance Committee must review any purchase greater than \$75. Finance has the right to refuse payment for unauthorized expenditures that exceed the Community Chapter Grant of \$75 per fiscal year or is determined to be beyond the individual's scope of authority to purchase. All supplies and non-consumables remain the property of Breastfeeding USA. If durable equipment is purchased to remain in your possession, you will be contacted for the warranty and serial/model numbers of that item for inventory control purposes. If your purchases are for books or software not for resale, please supply an itemized list with publication dates.

Updated 04/18 gg

*Thank you for your contributions to Breastfeeding USA.*

<b>BfUSA Use Only</b>
Check #:
Date pd:
Amount:
2 <sup>nd</sup> authorization: