

# REQUEST FOR REIMBURSEMENT

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

OCA Address \_\_\_\_\_  
\_\_\_\_\_

I am requesting a refund in the amount of \$ \_\_\_\_\_ for the following reason:

			<u>GL Code</u>
_____	\$25	Returned common area key. My key number is _____.	[ ]
_____	\$75	Estate/Moving Sale Refund. This amount will be reimbursed after our final inspection of the site.	[ ]
_____	\$150	Clubhouse Rental Cleaning/Security Deposit. This amount will be reimbursed after our final inspection of the clubhouse facilities.	[ ]

Make check payable to: \_\_\_\_\_  
\_\_\_\_\_

Mailing address for check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPROVALS

General Manager/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_