



Oceanside Community Association  
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## CHECK REQUEST / REIMBURSEMENT REQUEST

Name \_\_\_\_\_ Unit \_\_\_\_\_ House # \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Make check out to \_\_\_\_\_ Me \_\_\_\_\_ Vendor (phone) \_(\_\_\_\_\_) \_\_\_\_\_

Payable to (print) \_\_\_\_\_

Address (print) \_\_\_\_\_

\_\_\_\_\_

I request a check / reimbursement for \$\_\_\_\_\_ for the following reason:

- DEPOSIT** \_\_\_\_\_ \$25 Refund common area key # \_\_\_\_\_  
 \_\_\_\_\_ \$75 Estate/Moving sale (after final inspection)  
 \_\_\_\_\_ \$150 Clubhouse rental cleaning/security deposit  
 \_\_\_\_\_ \$\_\_\_\_\_ Other \_\_\_\_\_

**PURCHASE** Attach receipt(s) for proof of payment.

Payment for \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>OCA Use</b>	Operating Account _____	GL # _____	
<b>Approvals</b>		<b>Receipt attached</b> NA / Yes / No	
	Manager _____	Date	____/____/____
	Other _____	Date	____/____/____