

**PENNSYLVANIA FEDERATION OF CHAPTERS - NARFE
APPLICATION FOR REIMBURSEMENT FOR
MEMBERSHIP RECRUITING AND RETENTION LETTERS**

SUBMIT TO: 1ST Vice President/Membership Chair Date: _____
PA Federation of Chapters – NARFE

FROM: _____
(Chapter Number and Name)

Request reimbursement for expenses incurred for membership *recruiting letters* and/or *retention letters*.

This request represents a total mailing of _____ letters.
(Qty)

Expenses MUST be supported by original receipts attached to this form.

Postage: \$ _____ Printing: \$ _____ Envelopes: \$ _____ TOTAL \$ _____

Comments/Explanation: _____

Please make checks payable to: _____
(Chapter Number and Name)

(Name & Address of Chapter Treasurer)

Name & Title of Chapter Officer Requesting Reimbursement

For Approving Officer Only:
Date Payment Approved: _____ Voucher # _____

Signature of 1st Vice President

Date Paid: _____ Check # _____