

Young Adult Library Services Association

YALSA
50 E. Huron St.
Chicago, IL 60611
Phone 1.800.545.2433 x4391 Fax 312.280.5276

Request for Reimbursement

Date:

TO:
YALSA
50 E. Huron St.
Chicago, IL 60611
1.800.545.2433 x4390

FROM:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

| ITEM/SERVICE | DESCRIPTION | PURPOSE | TOTAL |
|--------------|-------------|-----------|-------|
| | | | |
| | | | |
| | | TOTAL DUE | |

Make check payable to:

Comments or special instructions:

IMPORTANT: this form must be submitted with original receipts (please keep copies for your records)

If you have any questions concerning this form, contact YALSA at 1.800.545.2433 x4390 or yalsa@ala.org