



NMGRA – Zia Regional Rodeo

P.O. Box 15337

Rio Rancho, NM. 87174

CHECK REQUEST FOR REIMBURSEMENT

Please use this form for all request for reimbursement from NMGRA for PRIOR – APPROVED money/monies that you personally spent on behalf of NMGRA – Zia Regional Rodeo.

Printed name of requestor: _____

Name of Payee if different: _____

Mailing Address: _____

Email: _____ Phone # _____

\$ _____ Total amount for which you are requesting reimbursement.

\$ _____ Amount you paid for items, service, etc.

Yes _____ No _____ Prior approval from Treasurer and/or NMGRA Board.
(Do not request if without prior approval)

Yes _____ No _____ Receipt or invoice showing paid attached.
(Do not request if without including)

Who were the items purchased from (list name, address, etc.) Add to the back side if necessary.

Reason for purchase/event: _____

Items purchased: _____

Signature of Requestor: _____

Treasurer email: NMGRATreasure@gmail.com