

KAPILANA ESTATES HOMEOWNERS ASSOCIATION INC.

REIMBURSEMENT REQUEST

All routine expenses should be pre approved by the Executive Board prior to incurring any cost. In case of emergency, notify a member of the Executive Board as soon as possible and submit a reimbursement request as soon as practical after incurring the expense. Provide copies of all receipts and retain a copy for your records. Submit this form directly to the Kapilana Estates HOA Treasurer.

Applicant Name _____ Unit no. _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Check Payable to: _____

Description of expense: _____

Date of expense _____

Contractor used _____

Contractor invoice nos. _____

Board Member Called _____ Position _____

Total expense \$ _____

Approved By _____

Date _____

Print Name _____

Position _____

I hereby certify the above expenses were incurred on behalf of Kapilana Estates Homeowners Association Inc. and costs were kept to a minimum.

Signed _____ Date _____

Applicant