



## Reimbursement / Check Request

Submit to:  
Mary Teslow, Treasurer  
UUF of Franklin, NC  
PO Box 1023  
Franklin, NC 28744-1023  
Email: [mary.teslow@gmail.com](mailto:mary.teslow@gmail.com)  
Cell: 828-341-8880

Date: \_\_\_\_\_

From: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount: \_\_\_\_\_

For: \_\_\_\_\_

Attach receipts \_\_\_\_\_

Charge to  
Expense Account: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_