

Long Branch Lakes @ Fall Creek Falls POA, Inc.

PO Box 404
Pikeville, TN 37367

Reimbursement Timeline: Once a check request is received, please allow 3-5 business days for checks to be processed and approved. If your request is urgent and must be processed immediately, please indicate below.

Check Request Form

Fill out form completely, attach receipts/invoices and email to treasurerlbl3@gmail.com or place in locked drop box outside General Store entrance.

Date _____

Payee _____

Associated Committee _____

Submitted By _____

Approved By _____

Is this a reimbursement? _____

Is this a replacement check? _____

Description of purchase

Amount

_____	_____
_____	_____
_____	_____
Total	_____

I certify that the expenses notated above with ** are missing the associated receipt and are accurately represented as described.

Signature: _____

For replacement checks: I certify the previously issued check # _____, in the amount of \$ _____ has been lost or misplaced and, should the original check be located, I will return it to the LBL Treasurer in order to be voided.

Signature: _____

Treasurer Use Only

Check number _____ Amount _____ Date _____

Budget category _____