

*****FMC EMPLOYEE REIMBURSEMENT FORM*****

GUIDELINES

Tape Reim. Receipt Here

Purpose: IRS requires documented backup for every business related purchase. In order to comply with this requirement and to document expenses related to repairs and maintenance of the arenas, you are required to submit this form and a copy of the charge receipt for every purchase made.

Purchases: Accounts should be used to purchase maintenance items, project supplies, misc. hardware, or to make emergency repairs. Use our Plumbing and Electrical suppliers for any large or specialized purchases of that nature. Use Home Depot for building supplies, minor electrical or plumbing, and other general purchases. Bulk purchase items such as janitorial and cleaning supplies, light bulbs, paint, etc. should not be purchased locally except in an emergency. Do not purchase items such as power tools, expensive hand tools, work gloves, etc. without authorization.

Procedure: After purchase is made, complete this form, tape the receipt to the form in the area identified, copy the form and then fax it to the main office. If the receipt will not fit in the box to the left, copy it and attach it as a separate sheet, noting in the receipt space that it is attached. Drop the original receipt and form in the arena safe, keep the copy for your records. Make sure the purpose of the purchase is short and detailed. This form must be faxed the day the purchase is made.

Fax to: (781) 826-3089

FMC Arena or Division:_____

Authorized Purchaser:_____

Supplier, Store, or Vendor:_____

Purpose of Purchase:_____