PENNSYLVANIA FEDERATION - NARFE
APPLICATION FOR REIMBURSEMENT
MEMBERSHIP RECRUITMENT LETTERS AND PACKETS
RETENTION LETTERS

_____
(Date Prepared)

SUBMIT TO: **First Vice President (Membership Chair)**
Pennsylvania Federation, NARFE

From: _____
(Chapter Name and Number)

Request reimbursement for expenses incurred for new membership *recruitment letters*, Membership packets, and/or retention letters.

This request represents a total mailing of _____letters and _____packets.
(Qty.) (Qty.)

Expenses must be supported by original receipts attached to this form.

Postage: $_____ Printing: $_____ Envelopes: $_____ TOTAL $_____

Explain: _____

_____

Please make checks payable to

_____
(Name and Chapter Number)

_____
(Name and Address of Chapter Treasurer)

_____
(Name and Title of Chapter Officer requesting reimbursement)

AFTER APPROVAL, SEND TO: Treasurer, PA Federation, NARFE
APPROVED FOR PAYMENT _____
(Date)

Voucher #_____ **(Signature of Federation 1st Vice President)**

Date Paid _____Check # _____

PA FED Form No. M-1 (Revised Aug 2018)