

ISKCON HILLSBORO REIMBURSEMENT/TAX CREDIT FORM

BASIC INFORMATION		
Name (to be printed on the check):		
Is this a reimbursement or tax-credit?	Reimbursement <input type="checkbox"/>	Tax-Credit <input type="checkbox"/>
Have you removed all personal items?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached all receipts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please Note:

1. Please fill in only one date per expense. For e.g. if you made garlands for multiple weeks, then fill a separate form for each week of your garland making service.
2. Please submit all receipts within 30 days from date of purchase.

CATEGORY #1: FEAST PREPARATION EXPENSES (Grocery items only)	
Suggested Limits: \$100 for regular feast, \$150 for sponsored feast and important festivals	
Feast Occasion: <small>(e.g. Sunday feast, Nrsingh Caturdasi, etc.)</small>	
Date of feast:	
Cooking lead:	
Total Amount for the expense:	

CATEGORY #2: FLOWERS FOR GARLANDS (Flowers only)	
Suggested Limit: \$50 per occasion	
Occasion for making the garlands: <small>(e.g. Sunday feast, Nrsingh Caturdasi, etc.)</small>	
Date of offering the garlands:	
Garland making lead:	
Total Amount for the expense:	

CATEGORY #3: FLOWERS FOR DECORATION / VASES (Flowers only)	
Suggested Limit: \$50 per occasion	
Occasion for decoration: <small>(e.g. Sunday feast, Nrsingh Caturdasi, etc.)</small>	
Date of doing the decoration:	
Decoration lead:	
Total Amount for the expense:	

CATEGORY #4: DAILY BHOGA PURCHASES (Only daily bhoga items)	
Suggested Limit: \$25 for one week of bhoga items	
Date of first offering of bhoga items:	
Name of purchaser:	
Total Amount for the expense:	

CATEGORY #5: OTHER EXPENSES**Examples:** Sunday School, Prasadam supplies (plates, cups, spoons, etc.), cleaning supplies, deity items, etc.**Expense Category:**

(e.g. Sunday School, cleaning supplies, etc.)

Description:**Date of first use of this item in the temple:****Name of devotee requesting this expense:****Total Amount for the expense:****SPONSORSHIP DETAILS****Were the above items sponsored?**Yes No **If yes, who sponsored it?****Sponsorship amount:****COMMENTS**

(e.g. if you purchased more than required quantity of grocery for a single feast – such as 20 lb bag of rice, please mention it here)

RECEIPT DATA

(Please ensure that receipts are dated within 30 days from today's date)

Category #	Date on Receipt	Name of Store	Amount
TOTAL (This total should match the amount in the category section above)			

Signature _____

Today's Date _____

For office use: