

EXPENSE APPROVAL / REIMBURSEMENT REQUEST

Sunland Division 17 Owners Association

P.O. Box 1655, Sequim, WA 98382-4328

Name _____ Date Submitted _____

Address: _____ Phone # _____

Signature of Requestor / Division 17 Title (can sign electronically)

ATTACH ALL RECEIPTS

Cost Code	Date of Purchase	Item Description	Vendor	Unit Price	Qty	Total Cost
TOTAL \$						

Approving Authority Guidelines: (indicate category) -

- ___ ≤ \$ 300 Committee Chairperson/delegates* > \$300 requires Board Member approval
- ___ ≤ \$ 3000 Exterior Maintenance Coordinator or Landscaping Coordinator
- ___ ≤ \$ 5000 Board Member
- ___ > \$ 5000 Board of Directors

Approved / Disapproved (Circle appropriate action):

Division 17 Reviewer Signature & Title

Date

Cost Codes:

610	Administration	620	Developed Landscape	650	Repairs and Maintenance
611	Administration Fees	621	Irrigation Repairs	651	Concrete Repair
612	Annual Meeting	622	Irrigation Utilities	652	Minor Repair Services & Contracts
613	Business Licenses//Permits	623	Landscape Contract	652.1	Other
614	Computer& Internet	624	Pest Control	652.2	Electrical
615	Dues & Subscriptions	625	Landscape extra	652.3	Roof
616	Income Tax	626	Pest Control	652.4	Fence repair/replacement
617	Office Supplies	627	Plants	653	Paint (Minor Repair)
618	Postage	627.1	Other	654	Roof Cleaning/Moss Prevention
619	Legal Fees	627.2	Tree replacement	654.1	Moss control
		627.3	Tree removal	654.2	Gutter cleaning
				655	Supplies for Minor Repairs
		630	Greenbelt Landscape		
640	Insurance	631	Other Greenbelt Expenses	660	Reserve Fund Projects
		631.1	Post and rail fence Maintenance	661	Exterior Painting (major)
		632	Weed Control	662	Mulch Project
		633	Mowing	663	Concrete Repairs/Replacement