



JAIN SOCIETY OF METROPOLITAN WASHINGTON

A non-profit tax-exempt religious organization, ID# 54-1139623

1021 Briggs Chaney Road Silver Spring, MD 20905

Mailing Address: P.O. Box 4548, Silver Spring MD 20914 | www.JSMW.org

Expense Report

Instructions:

Complete the form below and include copies of receipt/invoice. Submit the report along with receipts and email to treasurer@JainSocietyDC.org and President@JainSocietyDC.org. Recommended to use Adobe Acrobat

To The Treasurer:

The following expense have been incurred by me on behalf of the Jain Society of Metropolitan Washington for: _____

Expense Date	Service Description	Receipt Attached Yes/No?	Amount (USD)
TOTAL :			

	Please reimburse me for the above expenses
	Please make the payment to the above referred party
	JSMW Check Number _____ has been issued

Submitted By:

Full Name _____

Street Address _____

City, State Zip _____

Email Address _____

Phone Number _____

Signature _____

Date _____

For Office Use

APPROVAL

DISBURSEMENT

_____ Paid \$ _____ by check number _____ on _____

President

_____ Date

_____ Expense Category

_____ Treasurer