

# Request for Reimbursement

Complete this form and return with original receipts to Public and Government Affairs (PGA) Citizen Involvement, 2051 Kaen Road, Oregon City, OR 97045..

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**Date:** \_\_\_\_\_

**CPO name:** \_\_\_\_\_

**CPO address:** \_\_\_\_\_

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Reimbursement Payable to  
*Authorizing letter must be on file in the PGA office*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**List vendor name, date, amount, reason for expenditure:**

**Total amount of reimbursement:** \_\_\_\_\_

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Authorized CPO Signature  
*Form must be on file in the PGA office*