Fill out the form below completely. All receipts must be attached to the form and deliver to 9937 Derby Gate Court for compliance fee and to 11381 Saddle Club Drive for all other refunds or mail to Jacksonville Ranch Club Two, PO Box 26033, Jacksonville, FL 32219. For ARC Team email the following:

[jrc2arcchairperson@gmail.com](mailto:jrc2arcchairperson@gmail.com) and [JRC2ARCPersonnel1@gmail.com](mailto:JRC2ARCPersonnel1@gmail.com) .

|  |  |
| --- | --- |
| Date |  |
| Approver Name |  |
| Submitted by |  |
| Phone |  |
| Email |  |
| Send Check to (name) |  |
| Address |  |
| City/State/Zip |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Service** | **Description of Purchase** |  | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | | |
| Check Number |  | | Amount |  | Date |  |
| Budget Category | |  | | | | |
|  | |  | | | | |