



## MEMORANDUM

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**TO:** Douglas DDA

**FROM:** Dawn Raza, Treasurer

**DATE:** 7/14/25

**SUBJECT:** Reimbursement Policy

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Dear Members of the Downtown Development Authority,

To ensure greater transparency, consistency, and ease in processing event-related reimbursements, our office is implementing a new standardized reimbursement request form effective immediately.

This form will be required for all individuals and organizations seeking reimbursement for approved Downtown Development Authority-funded activities, including those supported through the Community Events Grant Program. The new form collects key details such as itemized expenses, receipt verification, and who the reimbursement check needs to be made out to in order to streamline review and approval.

**Key changes include:**

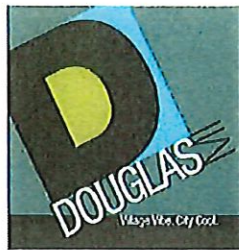
- All reimbursement requests must use the new form.
- Original receipts and documentation must be submitted along with the completed form.
- Signature required.

The updated form is attached to this memo and will be available on the city's website under the DDA section. We ask that this new requirement be communicated to all relevant stakeholders and grantees moving forward.

We appreciate your support and cooperation in implementing this improvement. If there are any questions or concerns, please don't hesitate to reach out.

Thank you,  
Dawn M. Raza  
City Treasurer

[treasurer@douglasmi.gov](mailto:treasurer@douglasmi.gov) 269-857-4751x105



## City of Douglas DDA Reimbursement Form

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

Organization: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Event/Project Name: \_\_\_\_\_

Date(s) of Event/Project: \_\_\_\_\_

Total Amount Approved: \_\_\_\_\_

**\*Please attach receipts**

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Notes: \_\_\_\_\_