



## Richardson Woman's Club

### Payment Request Form

Member requesting payment: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee/Category/Event: \_\_\_\_\_

Purpose of Payment: \_\_\_\_\_

Payable to: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_  
Committee/ Division Chair                      RWC President (only if over \$500)

**FORM MUST BE SIGNED.**

---

This part to be filled out by Treasurer

Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Category \_\_\_\_\_