Request for funds from Mount Bachelor Quilters Guild

(if multiple checks are to be written, please provide a separate form for each payee)

Date of Request _____

Name of Requester _____

Name of Payee _____

Address _____

_____

Items Purchased (list individually)	Applicable Budget Account or Committee	Amount
	Total	

Additional explanation of expense _____

_____

Approval -- Committee Chairman or officer _____

President _____

Instructions

Attach original **receipts** to back of this form (cash register receipts, invoices, contract, all that apply)
Have **approval** by Committee Chairman or an officer before submitting to Treasurer
Attach **Form W-9** to back of this form if payment for services (teacher, speaker, quilter, etc.)

To be Completed by Treasurer

Check # _____ Check Date _____ Check Amount _____

revised 1/10/12, wo