Request for funds from MOUNT BACHELOR QUILTERS GUILD

(If multiple checks are to be written, please complete 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_____

<u>Approval</u> – Committee Chairman or Officer _____

President _____

Instructions:

Attach original receipts to back of this form (cash register receipts, invoices, contract)
Have approval by Committee Chair or an officer before submitting to Treasurer
Attach <u>Form W-9</u> to back of this form if payment for services (teacher, speaker, quilter)

To be completed by Treasurer:

Check # _____ **Check Date** _____ **Check Amount** _____

Revised 1/28/14