

## REQUEST FOR PAYMENT FORM

Today's Date \_\_\_\_\_

Name to be Paid \_\_\_\_\_

Place of Purchase \_\_\_\_\_

Explanation  
(what was purchased & why) \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Amount \_\_\_\_\_

This expenses falls under the \$100 maximum allowed for Chair discretion.

### ***PLEASE NOTE***

#### **NO REIMBURSEMENTS WILL BE MADE WITHOUT:**

1. Prior approval of the Treasurer - in writing; with the exception of the \$100 maximum allowed at the Chair's discretion.
2. Original receipt/invoice
3. The "Request for Payment Form" completed