

## Quilters Guild of Plano Reimbursement and/or Payment Request

Please use this form when requesting a reimbursement and/or expense payment from the Treasurer. Keep a copy for your records. After the completed form is submitted, payment will occur within 3 business days.

**Reimbursement:** Attach the original receipt with each item circled. Sales tax is not reimbursable! V.P. Chairperson's Signature is required for all reimbursed funds!

**Payment Due:** Attach the company's invoice for the services rendered.

If the Expense is for Publicity, please attach a copy of the ad/poster/or photographs.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Payable To:** (Individual and/or Company)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Description of Expense:** (Publicity, Muslin Purchase, Speaker Fees, Rental Fees, Postage, T-Shirts, Pins, etc.)

1		\$ _____
2		\$ _____
3		\$ _____
4		\$ _____
5		\$ _____
6		\$ _____
7		\$ _____
8		\$ _____
9		\$ _____
10		\$ _____

**Amount Due:** \$ \_\_\_\_\_ **0.00**

Chairperson's Approval: \_\_\_\_\_ Department: \_\_\_\_\_

<b>Treasure's Use:</b>	Charge to Account _____
Date Received: _____	Category: _____
Date Paid: _____	Memo: _____
Check No: _____	TAG: _____