

THE SCRAPBAG QUILT CLUB TREASURER  
REQUEST FOR REIMBURSEMENT /PAYMENT/DEPOSIT

DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

Please be legible

CHAIRPERSON APPROVAL: \_\_\_\_\_

THIS IS A BUDGETED ITEM YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NO HOW WILL THIS BE FUNDED? EXPLAIN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REIMBURSEMENT \_\_\_\_\_  
BILL PAYMENT \_\_\_\_\_

TOTAL AMOUNT \$ \_\_\_\_\_

PURPOSE OF  
EXPENSE: \_\_\_\_\_

ORIGINAL RECEIPTS MUST BE ATTACHED.

TREASURER:  
RECEIPTS ATTACHED \_\_\_\_\_  
IDENTIFY THE BUDGET LINE ITEM THIS WILL BE CHARGED TO:

\_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_  
CHECK NUMBER: \_\_\_\_\_  
DATE: \_\_\_\_\_

DEPOSIT PREPARED BY MEMBER OR TREASURER

**DEPOSIT**

DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

IDENTIFY SOURCE OF FUNDS: \_\_\_\_\_

IF MULTIPLE SOURCES STATE HOW MUCH AND EACH SOURCE:

\$ \_\_\_\_\_ SOURCE \_\_\_\_\_

\$ \_\_\_\_\_ SOURCE \_\_\_\_\_

\$ \_\_\_\_\_ SOURCE \_\_\_\_\_

\$ \_\_\_\_\_ SOURCE \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

DATE DEPOSITED: \_\_\_\_\_

TREASURERS SIGNATURE: \_\_\_\_\_