

CROSSTOWN QUILTERS

Request for Payment of Expense

Date \_\_\_\_\_

Requested by \_\_\_\_\_

Committee \_\_\_\_\_

Purpose (budget line) \_\_\_\_\_

Amount to be paid \_\_\_\_\_

Check payable to: \_\_\_\_\_

Give to *-or-*

Mail to (*full address*): \_\_\_\_\_

\_\_\_\_\_

List items to be paid & attach receipt(s) to this form:

President's approval for items over \$100: \_\_\_\_\_

\_\_\_\_\_  
*Treasurers use only*

*Date*

*Amount*

*Check #*