**Bittersweet Garden Club**

**Payment/Reimbursement Authorization**

***Please complete to request payment for club related expenses.***

 ***All expenses should be approved in advance by the Treasurer and President.***

***INSTRUCTIONS***

1. *Enter your information in the fields below.*
2. *Save document for your records, if you choose.*
3. *Print out form, sign, and submit to treasurer along with receipt or invoice.*

**Payee Name:** Click or tap here to enter name.

**Payee Street Address**: Click or tap here to enter street address.

**Payee City/State/Zip:** Click or tap here to enter City/State/Zip.

**Purpose of Expenditure**: Click or tap here to enter purpose of expenditure.

**Payment/Reimbursement Amount Requested:** Click or tap here to enter amount requested.

**Signature of Requester:**

**APPROVAL**

**President Approval Signature:**

**Treasurer Approval Signature:**

**Check #: Amount: Date Issued:**