

COLORADO VALLEY QUILT GUILD

REQUEST FOR PAYMENT

Date of Request: _____

Amount: _____

Requested by:

Name: _____

Address: _____

Phone No.: _____

Make payment to:

Name: _____ Address (if not same as above) _____

<p>() Mail to Payee</p> <p>() Deliver to Requester</p> <p>Other instructions:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Purpose of this request (e.g., purchase of postage to mail membership forms):

Is this a budgeted item? YES ___ NO ___ Budget account/committee: _____

If not budgeted, please enter date of board approval: _____

Please sign below and attach receipts to this form:

* _____

(If person making request is not the committee chair, request must be approved by the chair prior to submitting to the treasurer.)

* _____ Chair-person of _____ committee.

Please mail form to Sandy Courier, 5329 Guettermann-Ehler Rd., Muldoon, TX 78949 or email to spcourier@gmail.com. If you have any question concerning this form, please feel free to call Sandy at 713-851-6208.

For use of Treasurer: Check Number: _____ Date Issued: _____
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