



Payment Request Form

Description (This must include sufficient information for the President to determine if the expense is authorized and for the Treasurer to determine which account should be debited.)

Total Amount Payable: _____

Payee: _____

Method of Payment (This must include sufficient information for the Treasurer to determine how to make the payment. For example, an address to which a check should be mailed (home address required to protect Chapter tax-exempt status), a web address for online payment, a telephone number for a hotel or airline.)

Requestor Name: _____

Requestor Signature: _____ Date: _____

Documentation must include sufficient information to prove the total amount of the payment. Allowable documentation includes invoices, receipts, not-to-exceed estimates, and vendor quotes. In all cases, the President determines if documentation is sufficient.

President's Signature: _____ Date: _____

Payment Date: _____ Item: _____ Account: _____

Method: _____