

## **Marin Garden Club Payment Request Form**

Committee Chairs and club members may submit requests for reimbursements for personal expenses or payments to vendors for goods and services. Please submit this completed form with receipts or bills to the Treasurer.

Your Name \_\_\_\_\_

Purpose for reimbursement or payment \_\_\_\_\_

\_\_\_\_\_

Your MGC Committee \_\_\_\_\_

Address Payment should go to \_\_\_\_\_

\_\_\_\_\_

### **Type of payment**

☐ Check to Vendor

☐ Reimbursement Check

Amount of payment \_\_\_\_\_

Please attach invoice, contract, receipts, or any other backup documentation.

#### **For Treasurer's use only**

To whom payment issued \_\_\_\_\_

Date check issued \_\_\_\_\_

Amount of check \_\_\_\_\_

Check # \_\_\_\_\_