



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 treasures use only

To whom payment issued _____

Date check issued _____

Amount of check _____

Check # _____