

## Kiwanis Club of Horse Heaven Hills – Payment Request

\$ \_\_\_\_\_ Receipt: yes [ ] no [ ] Request by: \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursement of actual expenses: yes [ ] no [ ] Advance payment requested: yes [ ] no [ ]

For Club Committee: \_\_\_\_\_ Authorized by committee on date: \_\_\_\_\_

Included in club budget: yes [ ] no [ ] Approved by board: yes [ ] no [ ] Date: \_\_\_\_\_

Purpose: \_\_\_\_\_

Make payment to: \_\_\_\_\_

mailing address: \_\_\_\_\_

city, state, zip: \_\_\_\_\_

Pmt issued by: \_\_\_\_\_ on: \_\_\_\_\_ ck #: \_\_\_\_\_ acct: \_\_\_\_\_ debit [ ] credit [ ] xfr [ ]

*Submit this payment request with receipts/invoices to Club Treasurer for payment*



[Click Comments icon to view Instructions](#)