

## REQUEST FOR PAYMENT / REIMBURSEMENT

Date \_\_\_\_\_

Requested by \_\_\_\_\_ Title \_\_\_\_\_

Issue payment for attached invoice / expenditure

Issue payment for reimbursement of expenditures

Other: \_\_\_\_\_

To: Discovery Bay Women's Golf Club

Department: Accounting / Finance

Re: **2019 Budget Item:** \_\_\_\_\_

Invoice #	DESCRIPTION	Total

TOTAL \_\_\_\_\_

See attachments

Explanation of expenses: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*

Please remit as checked below:

ASAP       Date needed \_\_\_\_/\_\_\_\_/\_\_\_\_

Will Pick up     Leave in 18 Holer's drawer       Please mail out

Request received by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Paid: Amount \$\_\_\_\_\_ Check #\_\_\_\_\_  Cash

Photo copies attached