

Gold Country Trails Council

President's approval required for all general membership purchases.

Purchases over \$200 require Board's authorization.

SECTIONS A AND B MUST BE COMPLETED BEFORE SUBMITTING FORM TO TREASURER

A Club Member's Name _____
Phone # _____
_____ General Member _____ Program Chair
_____ Request for Payment to Vendor - *Attach Vendor's Invoice*
_____ Request for Reimbursement to You - *Receipt Must Be Attached*
Date(s) of the Project or Activity _____
If applicable, Location--be specific _____
Club Project/Activity Name and description

If required, President's authorization signature _____
Board authorized expenditure on _____ recorded in _____

B Describe items, materials or services purchased. Attach the paid receipt if requesting reimbursement to you. Attach the bill if the vendor is requesting payment.

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____		_____
	TOTAL	\$ _____

C *TREASURER'S USE ONLY* Date Request Received _____
Notes

