

# Patterson Mill Athletic Boosters

## Request for Payment Form

Date submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Payee: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose of expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval (see guideline below): \_\_\_\_\_

Amount < \$250: Committee Chair or Executive Board member (if Committee Chair is submitting)

Amount > \$250: Executive Board member (note that Treasurer cannot approve expenditures)

**PLEASE ATTACH ORIGINAL RECEIPT AND OBTAIN ALL APPROVALS PRIOR TO SUBMISSION TO TREASURER. EMAIL APPROVAL IS ACCEPTABLE. APPROVER CANNOT BE THE PERSON SUBMITTING.**

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***This section to be completed by Treasurer***

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

Date issued: \_\_\_\_\_

Account charged: \_\_\_\_\_