REQUEST FOR PAYMENT
VELVET HILLS CHORUS
SWEET ADELINES INTERNATIONAL

SUBMIT TO: DOROTHY VAWTER, ACCOUNTS PAYABLE DATE: _____

PAY TO: _____
NAME

FOR: EXPLAIN FULLY, INCLUDING WHICH COMMITTEE IT'S FOR. ATTACH SUPPORTING PAPERS (RECEIPTS, COPIES OF CHECKS, INVOICES, ETC.)

DESCRIPTION	AMOUNT

(USE REVERSE SIDE IF MORE SPACE IS NEEDED)

ENTER TOTAL HERE: $_____

SUBMITTED BY: _____

APPROVED FOR PAYMENT: _____
MANAGEMENT TEAM MEMBER

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CHECK #_____ AMOUNT $_____ POSTED _____

_____
FINANCIAL MANAGER