

## SEF Request for Payment

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Payable To: \_\_\_\_\_

Mail to Address: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

				<b>For Treasurer Only</b>
<b>Purchased From:</b>	<b>Date of Purchase</b>	<b>Description &amp; Purpose</b>	<b>Amount</b>	<b>Category</b>

**TOTAL** \_\_\_\_\_

*Instructions:* Complete all sections in ink. Use extra lines as needed. Please print. Attach all receipts. For example:

<b>Purchased From:</b>	<b>Date of Purchase</b>	<b>Description</b>	<b>Amount</b>
Costco	10/16/99	Paper goods for Major Donor reception	\$55.62
Kwik Copy	8/28/99	Printing for September letter	\$795.50
Total:			<u>\$851.12</u>

<b>For Treasurer Use Only:</b>
Authorization Signature: _____
Check #: _____ Date: _____

