



PAYMENT REQUEST

This form should be used for requesting any and all types of payments from the Sailing Club. More than one type of request may be made on one form.

Submitted By: _____

Date: _____

<p><u>Club Advance:</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Pay to</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p>This is used for pre-paying things like mooring fees, dinner reservations, etc., which will be repaid by collections from trip participants. If payment is to be made directly to supplier, please indicate address as well.</p>	<u>Pay to</u>	<u>Amount</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p><u>Expense Reimbursement:</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Reason</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Trip Expense _____ (Trip)</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Boatique Expense</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Newsletter Expense</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Other: _____ Please indicate specific "event".</td> <td>_____</td> </tr> </tbody> </table>	<u>Reason</u>	<u>Amount</u>	<input type="checkbox"/> Trip Expense _____ (Trip)	_____	<input type="checkbox"/> Boatique Expense	_____	<input type="checkbox"/> Newsletter Expense	_____	<input type="checkbox"/> Other: _____ Please indicate specific "event".	_____
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