



Request for Payment

Date Submitted: _____

Submitter's Signature: _____

Not Associated with a Circle **OR**

Name of Circle: _____

Circle Leader's Signature: _____

Payable to: (print) _____

Address: _____

Reason for expenditure (Event, project, etc.):

Purchased From	Description	Amount
TOTAL		

Original receipts attached

Treasurer's Signature: _____



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