



**Southwest Florida Quilters Guild**  
**Purchase / Payment Request**

\_\_\_\_\_

*Committee*                                  *Annual Budget*                                  *Year*

*Committee Chair:* \_\_\_\_\_

**Budget Amount Remaining:**          \$ \_\_\_\_\_

**Expenditure Amount:**                \$ \_\_\_\_\_

**Budget Balance:**                      \$ \_\_\_\_\_                                  **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Signature of Chairperson:** \_\_\_\_\_

**\*BOARD APPROVAL NEEDED ONLY FOR ADMINISTRATIVE AND/OR OVER EXPENDED BUDGET.\***

<b>*Date Board Approved</b>	<b>Item / Description / Purpose</b>	<b>Amount</b>	

**Pay to the Order of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone #** \_\_\_\_\_

\*\*\*\*\*

**For Treasurers Use:**

**Date:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

Attach all receipts to the back of this form.  
**Original for the Treasurer, make a copy for your records.**