

This form shall be completed by the person requesting payment, and verifying that all material, equipment, services, and/or labor has been delivered, received or rendered in a satisfactory condition or manner.

1. The form shall be signed by the person requesting payment, and verifying that all materials, equipment, services, and/or labor has been delivered, received or rendered in a satisfactory condition or manner.
2. The form shall be countersigned as approved for payment by an authorized person. Only the Committee Chairman or Club Officer having jurisdiction over the activity and expenditure shall be considered as authorized to approve expenditures. Expenditures of \$100.00 or more require the approval of a Board member (excluding the Treasurer).
3. The receipt of delivery or invoice shall be attached to this form.
4. Turn in this form to Bill Lhotta, phone 720-431-5805, email: Lhotta@comcast.net  
576 Spur Court Golden, CO 80403

Submittal date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

Payment made to: \_\_\_\_\_ Amount: \$\_\_\_\_\_

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

PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Expenditure made by: \_\_\_\_\_ (Print)

\_\_\_\_\_ (Signature)

Description of expenditure (itemized): \_\_\_\_\_

Budget or Account Name: \_\_\_\_\_

Payment approved by: \_\_\_\_\_

Second Approval (\$100 or more): \_\_\_\_\_

FOR TREASURER'S USE ONLY:

Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Treasurer: \_\_\_\_\_