

Beaufort Lions Club

Request for Reimbursement or Vendor Payment

Date: _____ Requested By: _____

Committee or Activity: _____

Requested Amount: _____

Reason for Purchases or Expenditure: _____

Name and Address to Whom the Check is to be Issued:

Please list items purchased or needed and attach receipts or documentation:

<u>Date</u>	<u>Item and Description</u>	<u>Vendor</u>	<u>Amount</u>
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Please give your completed form with receipts and/or documentation to Nancy Church, Treasurer, or mail to Beaufort Lions Club, PO Box 876, Beaufort, NC 28516.

BLC Review/Action: _____

Date: _____

(Form Version 12-16-15)