



JUNIOR LEAGUE OF PALM SPRINGS DESERT COMMUNITIES

Women building better communities®

- PAYMENT REQUEST FORMS MUST BE SUBMITTED FOR ANY EXPENSE OVER \$100.00 AND APPROVED BY COMMITTEE CHAIR, TREASURER & PRESIDENT PRIOR TO REIMBURSEMENT.
- ALL RECEIPTS MUST BE ATTACHED TO PAYMENT REQUEST FORM PRIOR TO APPROVAL.
- PAYMENT REQUESTS MUST BE SUBMITTED WITHIN 30 DAYS OF THE EXPENSE.

DATE	DESCRIPTION OF EXPENSE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL _____

SUBMITTED BY : _____ DATE: _____

APPROVED BY:

COMMITTEE CHAIR _____ DATE: _____

TREASURER _____ DATE: _____

PRESIDENT _____ DATE: _____

MAKE CHECK PAYABLE TO: _____

SPECIAL INSTRUCTIONS: _____

FOR TREASURER USE ONLY

Date: _____ Check# _____ Amt Paid \$ _____