

Faithful Circle Quilters
2019 Quilt Show
 Request for Payment from Guild Treasurer

Payee: _____

Date: _____

Address: _____

City, State, Zip: _____

Requests for payment, with receipts attached, must be submitted to either Sharon Smith or Gail Trainor. Reimbursements will not be made unless this request form is initialed by one of the show chairs. Please fill out both sections of this page.

Date of Expense	Purpose	Amount
Total		\$

Show Chair Initials: _____

Requested by: _____

Voucher #: _____ Check #: _____ Date Paid: _____ Date Recorded: _____ Check Total: _____

 Copy for Quilt Show Records

2019 Quilt Show Expense Record

Payee: _____

Date: _____

Requested by: _____ Committee: _____

Date of Expense	Purpose	Amount
Total		\$