

FAITHFUL CIRCLE QUILTERS  
REQUEST FOR PAYMENT / REIMBURSEMENT

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Account # \_\_\_\_\_ Category \_\_\_\_\_

Payee \_\_\_\_\_

Address \_\_\_\_\_

Notes/ Explanation \_\_\_\_\_

Requested by \_\_\_\_\_

**Submit receipts and completed form in sealed envelope.**

Voucher No. \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_