

Hartwell Service League Financial Form 2023

Please Check One:

_____ Request for Club Funds (must be submitted to the Executive Board by the first of the month prior to the meeting)

_____ Expense Reimbursement/Bill Payment

_____ Fund Deposit

COMPLETE THIS SECTION FOR REQUEST FOR CLUB FUNDS:

Your name: _____ Date: _____

Committee: _____ Amount Requesting: _____

Brief Description of Request: _____

Committee Members Notified: Yes _____ No _____ Date sent to Exec Board: _____

Signature of CSP or Subcommittee Lead: _____

Membership Approved: Yes _____ No _____ Date: _____ Amount Approved: _____

COMPLETE THIS SECTION FOR EXPENSE REIMBURSEMENT/BILL PAYMENT

Your name: _____ Date: _____

Committee: _____

Purpose of Expense/Payment: _____

Signature of CSP or Subcommittee Lead: _____

Please enter complete name and address of where payment is to be sent:

Pay to the order of _____ Address: _____

Date	Receipt Description	Committee	Receipt Attached (Y/N)	Receipt Total
			Total to be reimbursed	

COMPLETE THIS SECTION FOR FUND DEPOSIT:

Your name: _____ Date: _____

Description of funds: _____

Amount to be deposited: _____ Received by: _____

Treasurer's Use: Date Paid/Deposited: _____ Check #/Bank Check: _____ Date in Quickbooks: _____