

THE PRAIRIE ENTHUSIASTS: PAYMENT REQUEST FORM (PRF)

Chapter: _____

Pay to: _____

Address: _____

Reimbursement check request
 Vender check request
 Receipt(s) attached

Item #	Date of Purchase	Vender	Item/service	Amount	Account Code	Job Code	Site & Project Description
1							
2							
3							
4							
5							
6							
7							
8							
9							

Total \$ _____

for TPE accounting use:

Entered into QB _____

Submitted by: _____
(Signature & date)

Approved by: _____
(Chapter Treasurer signature & date)