



SOROPTIMIST  
Best for Women

SOROPTIMIST INTERNATIONAL OF LA MESA

EXPENSE PAYMENT REQUEST

(Please submit a separate request for each committee or project)

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Committee or Project: \_\_\_\_\_

Project Date: \_\_\_\_\_ Project Place: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Category of Funds and Amount (in detail, i.e. Raffle, Table Decorations, Drawing, Admission Tickets, Sponsor Fees, Donations, Pig)

Description	Amount	Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Receipts Attached:  Yes  No

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Committee, Project Chair

For Treasurer's Use:

Check No. \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Posted to Account: \_\_\_\_\_