

WRJ Midwest District Request for Payment

Instructions: All requests for payment from the WRJ Midwest District Treasury must be made on this form. Any purchase **over \$50** must be **preapproved** by the event chair and the supervising VP. This may be done electronically. Please attach appropriate electronic communication, bills and/or receipts. Requests for payments must be made within 30 days of the expenditure and before the end of the fiscal year. Please note that mileage is currently being reimbursed at 48 cents per mile. *Note: If at all possible, please request payment directly to the vendor rather than paying for it personally.*

Send completed form with copy of preapproval and bills or receipts to the District Treasurer.

Blythe Trilling, 720 Prestwick Lane Unit 502, Wheeling, IL 60090

Requested by (Name)					Position					
E-mail					Phone					
Date of activity			Activity/Event		1					
Event Chair (Nam	ie)									
VP department (N										
I am requestir	ng payr	nent for the	e following exp	enditu	ıres:					
Preapproved by	, , , ,				Item					
(initials) or NA	NA Area Day, Kallah, 1 st Vice Preside									Amour
	J			I					TOTAL	
										_
To whom shou	uld the	check be is	sued? Please	check d	one of the	e foll	owin,	g:		
Original provider of services Reimbursement to a WRJ member										
	_									
Send payment	to:									
Address				_						
City			State		Zip					
•			•		•					
For Treasurer's		Only								
Date request processed Check Number										
Account Number Approved by Dist		ident	Account Na	me	T	Date				
Annroved by thet										