

**GFWC NAPLES WOMAN'S CLUB, INC**

**REQUEST FOR REIMBURSEMENT OR PAYMENT**

1. Fill out the required information\* below and attached **original receipts**.
2. Record in the notebook.
3. Make a copy for your records.
4. Place in the Treasurer's Mailslot.

\*Date \_\_\_\_\_

\*NWC Requestor' \_\_\_\_\_

\*Phone Number \_\_\_\_\_ Email \_\_\_\_\_

\*Committee OR Event: \_\_\_\_\_

\*Note in Quickbooks \_\_\_\_\_

\* Amount: \$ \_\_\_\_\_

\*Purpose of Payment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ATTACH RECEIPTS**

Payee Name: \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Approval by Chair or Officer: \_\_\_\_\_ Date \_\_\_\_\_

**FOR TREASURER'S USE ONLY**

DATE PAID \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

Sub-Account Number: \_\_\_\_\_