

NORTH PITTSBURGH QUILTERS GUILD

CHECK REQUEST and EXPENSE REIMBURSEMENT

Date: _____

Member Submitting Form: _____

Itemization of Expenses	Amount	Receipt (Y/N*)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*If no receipt available, please explain _____

Make check payable to: _____

Address: _____

Date payment requested by: _____

NPQG Committee or Project (e.g. Community Service, Programs, Quilt Show): _____

Additional Information: _____

Member Signature: _____

Treasurer's Use Only

Budget Line Item:

Check No:

Date: