

**EASTON GARDEN CLUB**  
**REQUEST FOR PAYMENT**

**Submit to: Vivian Bissett**  
**Treasurer, Easton Garden Club**  
**631 East St, C101**  
**Mansfield, MA 02048**

The undersigned requests a check from the Easton Garden Club.

The purpose of this check is: \_\_\_\_\_

Committee from which amount should be debited: \_\_\_\_\_

If a single check is requested for multiple items please itemize costs below:

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total \_\_\_\_\_

Signature of requestor: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Send to: \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_ **AMOUNT PAID:** \_\_\_\_\_ **Ck #** \_\_\_\_\_

**NOTE: Be sure to attach receipts and arrange for the Committee Chairperson(s) to send an email approval to [vivianbissett@verizon.net](mailto:vivianbissett@verizon.net) on the requested reimbursement.**