

**PBOCC WOMEN'S CLUB - REIMBURSEMENT/PAYMENT REQUEST FORM**

Amount Requested: \$ \_\_\_\_\_

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

PAYEE \_\_\_\_\_  
\*\*REQUESTED BY \_\_\_\_\_  
(IF OTHER THAN PAYEE) \_\_\_\_\_

Payee Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

COMMITTEE/PROJECT: \_\_\_\_\_

Reason: eg. supplies; food; etc: \_\_\_\_\_

NOTE: MOST Payments will be mailed via Bank's bill pay, so watch your mail closely.  
\*Please attach all receipts to this form where applicable.

Submit to Mary Sacavage, Treasurer: Leave in Women's Club Mailbox, or Mail to Mary Sacavage, 311 Rose Hill Drive, Pawleys Island, SC 29585, or email with scanned receipts attached to [marysac208@gmail.com](mailto:marysac208@gmail.com)

For Treasurer's Use:

Paid by Check # \_\_\_\_\_

Paid by Bank # \_\_\_\_\_

Posted \_\_\_\_\_

Category \_\_\_\_\_

**PBOCC WOMEN'S CLUB - DEPOSIT FORM**

DATE submitted: \_\_\_\_\_

AMOUNT submitted: \$ \_\_\_\_\_

PERSON submitting: \_\_\_\_\_

COMMITTEE/PROJECT(s): \_\_\_\_\_

Comments: \_\_\_\_\_

Give to Mary Sacavage, Treasurer, or leave in Women's Club Mail Slot (checks only please!)

Please call first if dropping off at my home: 570-640-1816

Address: 311 Rose Hill Drive, Pawleys Island, SC 29585

For Treasurer's Use: Deposited \$ \_\_\_\_\_ Date: \_\_\_\_\_

Posted \_\_\_\_\_ Notes: \_\_\_\_\_

Category \_\_\_\_\_