

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 Carol Steinis, Treasurer: Leave in Women's Club Mailbox, or Mail to 441 Grand Cypress Way, Murrells Inlet, SC 29576
or, email with scanned receipts attached to crsteinis@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 Carol Steinis, Treasurer, or leave in Women's Club Mail Slot (checks only please!)

Please call first if dropping off at my home: 843-650-4729

Address: 441 Grand Cypress Way, Murrells Inlet, SC 29576

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

Posted _____ Notes: _____

Category _____