

EXPENSE VOUCHER / REQUEST FOR PAYMENT

Busy Bee Quilters PO Box 26 Snohomish, WA 98291

Date: _____ Amount Requested: _____

Make Check Payable to: _____

Committee Name: _____

Committee Chair: _____ Records Clerk: _____

Description of Service or Purchase: _____

Receipt Attached: Yes / No

Included in Budget Yes / No

If NO: BZB Board Approval is required if this purchase is not in the Budget.

Board Approval is not guaranteed and thus should be secured before spending above budgeted amounts.

Board Approval (President or Secretary) _____

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