



# WALTON ORCHESTRA

## REQUEST FOR PAYMENT

For Treasurer's Use Only

Date \_\_\_\_\_

Check Number \_\_\_\_\_

Account \_\_\_\_\_

Class \_\_\_\_\_

Amount \_\_\_\_\_

All fundraiser expenses must have prior approval from the Committee Chair before submitting for payment or reimbursement.

All other expenses over \$500 must have prior approval from appropriate Board member before submitting for payment or reimbursement.

Amount \_\_\_\_\_ Date Needed \_\_\_\_\_

Payable To \_\_\_\_\_

Committee or Budget \_\_\_\_\_

Purpose \_\_\_\_\_

REQUESTED BY:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY:

Name \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ATTACH RECEIPTS / INVOICES TO THIS FORM.**

**Attach a self-addressed, stamped envelope if you would like the check mailed to you.**

Questions ? Please contact Maggie Fan: (404) 455-1278 [hyfan@bellsouth.net](mailto:hyfan@bellsouth.net)

Forms can be mailed to: Maggie Fan  
4431 Dunmore Road  
Marietta, GA 30068