



Quilters By The Sea Quilt Guild

Request for Disbursement of Funds

Payment will **NOT** be made without supporting documentation.
Attach all receipts to the back of this form. Keep a copy of this form for your records.

Date: Self-Explanatory

Amount: Self-Explanatory

Activity Requesting Payment: Some lines have multiple activities, i.e., BOM, Guild Raffle, etc.

Budget Line Item: Line item on the Budget

Description of Expense: January Workshop, Postage, printing, guests versus visitors, etc.

If combining several expenses, please break them out

Requesting Guild Member Signature: If the Board Chairperson is the same person, sign below.

Printed Name Self-Explanatory

Title Self-Explanatory

Phone Self-Explanatory

Committee Chair Board Signature: Circle Approved or Disapproved and sign **Approved**
Disapproved

Printed Name Self-Explanatory

Committee Chair Board Title Self-Explanatory

Phone Self-Explanatory

Pay To:	Name	<i>Who is the check made out to?</i>
	Address	<i>Where is the check to be sent to?</i>
	City, Zip	

Date Paid _____ Check # _____

Payer _____ Amount _____

Taxpayer ID # (SSN) and W-9 must be on file for all Independent Contractors (Speakers)