



Fill out the form below completely. All receipts should be attached to the form and emailed to [payments@chicagowoodturners.com](mailto:payments@chicagowoodturners.com)

Date \_\_\_\_\_

Event/Activity \_\_\_\_\_

Event Date \_\_\_\_\_

Submitted by \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Send Check to (name) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

| Description of Purchase | Amount |
|-------------------------|--------|
| _____                   | _____  |
| _____                   | _____  |
| _____                   | _____  |
| _____                   | _____  |
| _____                   | _____  |
| _____                   | _____  |
| Total                   | _____  |

| Treasurer Use Only    |              |            |
|-----------------------|--------------|------------|
| Check Number _____    | Amount _____ | Date _____ |
| Budget Category _____ |              |            |