



# MICHIGAN GARDEN CLUBS, INC.

## REQUEST FOR PAYMENT

### Instructions

Complete this form and email with supporting documentation (invoices, receipts, contracts) to appropriate person for approval (District Director/Treasurer, School Chair)

Approval Person emails approved form with supporting documentation (invoice, receipt, contract, letter) to: Jennifer Heinrich jheinrich@sebertans.com 269-441-8981

(MGC accounting firm representative)

Retain a copy for your files, in case questions arise.

Check will be mailed from Bill.com, MGC's check payment company, and should arrive within three to five weeks of submission to CPA firm and final approval by MGC.

DATE REQUESTED : \_\_\_\_\_ DATE DUE : \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

PAYMENT TO : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

INVOICE ATTACHED  RECEIPTS ATTACHED  CONTRACT ATTACHED  LETTER ATTACHED

PURPOSE OF PAYMENT:

MGC DISTRICT / COMMITTEE NAME : \_\_\_\_\_

MGC EVENT / PROJECT: \_\_\_\_\_

REQUESTED BY: (NAME / POSITION): \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

NAME

MGC POSITION

Account #: \_\_\_\_\_ Class #: \_\_\_\_\_ (completed by Seber Tans)