



Bridge City Friends Meeting
P.O. Box 286 Portland, Oregon 97207

www.bridgecitymeeting.org

1/27/08

Instructions:

- You can either print the blank form "as is", fill it out by hand and mail it or hand it to the treasurer,
or
- Fill the form out online (on-screen), print the filled-out form, print a second copy for your own records and then mail or hand one copy to the treasurer.
[no information is transmitted over the internet or even saved on your computer after printing unless you request it]
- You can also save the form (filled or unfilled) on your computer for later use.

CHECK REQUEST / EXPENSE REPORT

Name: _____
Committee, if any: _____
Phone Number: _____
eMail address: _____

please check one
 Check Request
 In-Kind Donation

Date of Expense	Date Needed	Committee (for budget purposes, if known)	Name in "Pay to:"	Amount

Receipt(s) Attached

Delivery Instructions (mailing address):

Description / Comments:

For Accounting / Committee use:

Signature

Approving Committee/position

Date