



COMPUTER CLUB PAYMENT REQUEST FORM

Form PR-1 rev. 12/31/2011

CC/N ID # 100 Check Req # _____

PAY TO: _____ **Street:** _____

City: _____ **State:** _____ **Zip code:** _____

Purpose: Reimburse Member Refund Purchase Other _____

Donation Is the donation to a 501(c)(3) non-profit? Yes No Approved by your Advisory Committee? Yes No

Do you want this Payment Request Form scanned and emailed to you? Yes No Please select one: MAIL PICK UP

INFORMATION ABOUT THE PAYMENT

G/L Code	Code Description	Purchase amt without tax	Tax paid on item	Total Amount	Please provide the reason why you did not pay any tax on the purchase
70050	Software				
71010	Operating Supplies, CyCenr, classroom, annex				
71020	Computers, hardware, furniture, fixtures				
73218	Repairs & Maintenance				
75900	Miscellaneous. (special projects)				
76250	Meetings-Annual, New Member, CyrSocials, etc.				
76500	Training/training aids (copies, books, supplies)				
	Other				
TOTAL AMOUNT OF CHECK					

Chartered Club/Neighborhood Approval(s)
If the total amount of the payment is greater than \$1000, two approval signatures are required.

Name (please print) Linda Shanhouse Name (please print) _____

Signature _____ Signature _____

Date _____ Badge # 9166-000 Date _____ Badge # _____

E-mail address shanhouse@thegateway.net E-mail address _____

Phone 864-3397 Phone _____

Payment requested by: _____ Memo: _____

CC/N Support Services office info Susan Picker Date _____ Laura Cox Date _____