

**BETA SIGMA PHI – HOUSTON CITY COUNCIL
PAYMENT REQUEST**

INSTRUCTIONS FOR ORIGINATOR	
1) Requests need to be submitted within 30 days of purchase <u>or</u> within 30 days after an Event and check will be returned by next regular HCC meeting.	
2) Enter information below in "THIS SECTION TO BE COMPLETED BY ORIGINATOR"	
3) Print Your Name and Sign Below	
3) Attach supporting documents/receipts and keep a copy	
4) Forward to Committee Chair for signature	
INSTRUCTIONS FOR COMMITTEE CHAIR	
Print your Name/Sign below and Forward Request to Treasurer	

THIS SECTION TO BE COMPLETED BY ORIGINATOR		
Date	Advance Payment YES <input type="checkbox"/> NO <input type="checkbox"/>	Reimbursement YES <input type="checkbox"/> NO <input type="checkbox"/>
Make Check Payable to:		
LIST ATTACHED RECEIPTS BELOW - USE 1 LINE PER RECEIPT (List Additional Receipts on Back of This Form If Needed)		
STORE NAME	BRIEF DESCRIPTION OF ITEMS PURCHASED	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Balance Forward from Back of Form (If Applicable)		\$
GRAND TOTAL		\$

THIS SECTION TO BE COMPLETED BY ORIGINATOR AND COMMITTEE CHAIR		
Requested By	Printed Name	Signature
Approved By Committee Chair	Printed Name	Signature

THIS SECTION FOR TREASURER'S USE ONLY		
Check Number	Date Written	Amount \$
Budget Account	Committee	
Notes		