

NEWCOMERS CLUB OF GREATER PARK CITY

Procedure for Submitting Requests for Payment

To be reimbursed for expenses you paid on behalf of Newcomers or to request a payment to others (a vendor, etc.), a signed Request for Payment form must be submitted to the Treasurer along with invoice(s), receipt(s) or other documentation. If you do not have a line in the Approved Budget to charge, please see the Treasurer or President before spending money and submitting a Request for Payment.

Please complete the Request for Payment form. Hardcopy forms are available from the Treasurer at all Board Meetings and most Coffees. The form can also be downloaded and printed from the Newcomers website under the Board tab.

- Write the full name of the payee (you or the vendor) and include the address to which the check is to be mailed.
- On the "Purpose/Category of Expenditure" line, describe the activity or category of expense involved (e.g., Coffee/Hospitality or Annual Luncheon or Board Meeting). Do not list the particular expenses on this line.
- In the next section, "List Items", detail the particular expenses/items and the expenditure for each.
- Total all listed expenses and use this figure for the "Payment Amount" above.
- Be sure to SIGN the form.
- Securely attach receipts or other documentation BEHIND the form.

Forms for reimbursement of out-of-the-ordinary or non-budgeted expenditures must be approved and the form initialed by the President before submitting to the Treasurer.