

## Payment Form

Team Name submitting bill: \_\_\_\_\_

Payee Name (Business Name): \_\_\_\_\_

Address to Mail Payment to: \_\_\_\_\_

\_\_\_\_\_

Purchase order, invoice number etc: \_\_\_\_\_

Amount of bill: \_\_\_\_\_ Date on bill it is due: \_\_\_\_\_

Purpose of the purchase: \_\_\_\_\_

**Signature of team leader necessary:** The signature is approval from team leader of team for the purchase and subsequently the payment of the bill: \_\_\_\_\_

Date bill submitted to treasurer: \_\_\_\_\_

Bill/invoice **must** accompany this reimbursement form.

**One bill/invoice per reimbursement form.**

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### **Purchases paid for by individuals require a voucher beforehand.**

This voucher can be obtained from your team leader or the treasurer.

### **This voucher needs to be completed, signed and dated prior to the purchase being made.**

Valid signatures include the team leader who is giving the individual permission to make the purchase.

After the purchase is completed, the bill/invoice/receipt **and** reimbursement form should be given to the treasurer.

This will insure prompt reimbursement to the individual.

This assists in tracking purchases by individuals and ensures that the team and leader are aware beforehand of the purchase.