



## League of Women Voters of Orange, Durham, Chatham

### Request to Pay Business Invoice or Personal Reimbursement

This is a Word doc, and you may fill it in either online or by hand.

<b>Date of this request:</b>	
<b>Pay to (business name):</b>	
<i>or</i>	
<b>Reimburse (person's name):</b>	
<b>Person's address (line 1):</b>	
<b>Person's address (line 2):</b>	
<b>Email address</b>	
<b>Phone number</b>	
<b>Amount:</b>	\$
<b>Description of expense</b>	
<b>If applicable, event name and date:</b>	
<b>If grant-funded, name of grant:</b>	
<b>If grant-funded, purpose of expenditure:</b>	
<b>Submitted by:</b>	
<b>Approved by:</b>	Do not fill in; treasurer will get approval of president or grant manager.

- If requesting to pay business, please attach invoice or other backup.
- If requesting to pay reimbursement to yourself, please attach receipt.
- Please submit form and backup to:  
Susan Marston  
LWVODC  
PO Box 3397  
Chapel Hill NC 27515-3397

Or email to: susanmarston@icloud.com