



WPSC FINANCIAL REQUEST FORM

THE WRIGHT-PATTERSON SPOUSES' CLUB

Submit to the Admin Treasurer within 60 days of purchase; requests must be submitted by May 15th.

Type of Payment: <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> CASH ADVANCE <input type="checkbox"/> VENDOR CHECK		
Name:		Date:
Email:		Phone:
Mail? Yes No	Address:	
Committee/Activity to be charged		Approved by: <i>Committee/Activities Chair Signature</i>
Payable to:		Requested Amount:
Receipt Date	Expense Description (attach original receipts)	Amount
Purpose:		
Signature:		Date:

I certify that all expenses listed above were for the benefit of the WPSC and are within defined WPSC guidelines. For a cash advance I am accountable for funds until original receipts are returned or funds are returned for deposit. My failure to account for advanced funds in full within 30 days will result in a debt owed to the WPSC.

For Administrative Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Admin Treasurer Signature</i>	Date:
<input type="checkbox"/> President <input type="checkbox"/> 1st Vice	<i>Signature</i>	Date:
Check #:	<i>Signature</i>	Date:
Mailed? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Signature</i>	Date: