

350 Eugene
 1430 Willamette St. #474
 Eugene, OR 97401

PAYMENT REQUEST

Volunteers and staff of 350 Eugene will use this form to request personal reimbursement and to document payments made from 350 Eugene accounts (i.e., anytime a check is written or debit card payment is made).

Prior to submitting, please ensure the purchase has been **approved in advance** by a Board member, campaign, event, or project leader.

Please attach receipts or invoices behind this page.

Date	General Description/Purpose/Campaign/Event Name	\$ Amount
TOTAL		

Make check payable to: _____

Address _____ Phone _____
 Street City Zip

_____ I am donating all or part of this item(s) and/or service and request an in-kind donation tax receipt for \$_____.

Signature of Requester _____ Date _____

Approval _____ Date _____

Title _____

Check# _____ Date _____