

EHS SENIOR PARTY 2019 PAYMENT REQUEST FORM

Date of Request _____

1. Provide your contact information

Name _____
Address _____ City _____ Zip _____
Telephone Number _____
Email Address _____

2. Provide information about the purchase

Committee _____
(Entertainment, Food, Fundraising/Sponsorship, Decorations, Communications, Volunteer coordination)
Description of purchase _____

Indicate type of payment

_____ *Reimbursement*

We'll assume the reimbursement goes to the person in #1 above. If this is not the case, check here _____ and provide name, contact info on the back of the form.

_____ *Payment to vendor*

An invoice is required. If vendor contact information is not on the invoice provide here:

Vendor Name _____
Vendor Street _____ City _____ Zip _____
Vendor Email and/or Telephone Number _____

3. Obtain Authorization for Payment

Authorizing Signature _____

Entertainment Co-Chairs – Dawn Pepin/Jen Delaney
Volunteer Chair – Rachel Goetzmann
Fundraising Chair – Beth Waterloo
Decorations co-Chairs – Susan DeVoe/Mandy DuPont/Jeanne Anselmo

Communications Chair – Molly Thuma
Food Co-Chairs – Beth Hayward/Val Stidman

4. Send form and attachments to Co-Treasurers, Stacy Brusek/Anne Johnson

By email: Scan completed form and receipts (reimbursement) or invoice (payment to vendor), and email to Team Chair for their signature then send it to the Senior Party Co-Treasurers at edinaseniorparty2019@gmail.com

By mail: Send completed form and receipts (reimbursement) or invoice (payment to vendor), and mail to
Anne Johnson, EHS Senior Party
5101 Meadow Ridge
Edina, MN 55439

Treasurer Use only:		
Date Received	Date Paid	Check #