**KOPSC - Payment Request**

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| --- | --- |
| ***Issue to:*** | Request Date:\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ |
| Name: |  |
| Address: |  |
|  |  |
| Phone (need for bill pay, Zelle and Venmo): |  |
| Attention: |  |
| Special Instructions:  |
| Activity:  | Activity Date: |  |
| Please specify payment type: Check [ ] Zelle Email [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venmo account [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Purpose of Payment: |  |
| Amount of Payment: |  | Due Date: |  |

|  |  |
| --- | --- |
| Requested by:  | Signature:  |
| Approved by:**Committee Chair or Board Member** **see below list and email contact info** | Signature:  |

**Instructions:**

* Attach original receipts/copy of contract to support expenditure. Payment for reimbursement will not be made until receipts are received.
* **Requests must be approved by committee chairperson/officer. Approvals via email are acceptable but the approval must be included with the check request.**
* Payments will be sent to the address listed above unless you make a notation to send it back you as the requestor/activity leader. In this case, please include your address.
* When sending a check, please accompany appropriate correspondence with payment.
* Please allow 5 days for check issuance.

**Requests should be emailed to:**

gasoilman1@gmail.com
**Or can be mailed to:** Gary Hough, 201 Sayre Drive, Princeton, NJ 08540

*Treasurer Use Only:*

|  |  |
| --- | --- |
| *Date Paid:* | *Payment Information:**:* |

***BOARD OF DIRECTORS***

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**​**

**KOPSC COMMITTEES**

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