

Burlington Woman's Club Distribution Request

This form is for payment of budgeted disbursements.
For reimbursement of a member's expense, use the "BWC Expense Report".
ALL fields except Comments are REQUIRED.

Payment To: _____

Address: _____

Source of Funds Please submit a separate form for each check.

Budget Category: (check one):

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Conservation | <input type="checkbox"/> Education |
| <input type="checkbox"/> Home Life | <input type="checkbox"/> International Outreach | <input type="checkbox"/> Public Issues |
| <input type="checkbox"/> Local Club | <input type="checkbox"/> Membership | <input type="checkbox"/> Discretionary Fund |

Budget Item _____

Requesting BWC Member: _____ Date: _____

Telephone: _____

Check One: Mail to recipient Other (specify): _____

If this is payment of a bill(s) or invoice(s), please list here and attach

Detail	Amount

Total Amount of Check: _____

Comments:

Signature: _____ Date: _____

Please attach receipts

You may put completed forms in the drawer at the shop or mail to
Treasurer, P.O. Box 937, Burlington, NC 27216