



# FRIENDS of the Ladera Ranch LIBRARY

## Request for Payment



### Requestor's Information:

Request Date \_\_\_\_\_

Name of Requestor \_\_\_\_\_

FOLRL Position \_\_\_\_\_

Event or Assignment \_\_\_\_\_

Date of Event \_\_\_\_\_

Please describe nature of expense: \_\_\_\_\_  
\_\_\_\_\_

### Check Information:

Amount \$

Make Check Payable to: \_\_\_\_\_

Method of Delivery (please check):

Mail to this address: \_\_\_\_\_  
\_\_\_\_\_

Hold for pick-up in FOLRL tray

Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

### Supporting Documentation: (Please check)

Invoice attached

Receipt attached

### Authorization Information:

Date Approved in Minutes \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

(Pres., VP, Sec., or Treas.)

Treasurer Use:

Approved Activity     \_\_\_\_\_     \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Budget Cat. \_\_\_\_\_