



WARRANT

Warrant number: _____
(To be issued by Treasurer)

Make check payable to: _____ Date: _____

Amount Requested: _____ Receipts attached or included? _____

Mail To: _____

Address: _____

City, State and ZIP: _____

Payment/Reimbursement requested for: _____

Requested by officer or Chairman of the _____ Committee

Signed By: _____

Receipts or signed itemized statement must be received. If cash advance, a completed warrant must accompany the request to the Treasurer, and receipts or a signed statement must be sent within twenty (20) days after the event.

Send warrant to: OSFGC Treasurer Margaret Taylor, PO Box 81, Hood River OR 97031 or by email to: margaret.taylor4343@gmail.com

Date Received: _____ Signed _____, Treasurer

2) The Treasurer will scan and email the warrant to the President and the Recording Secretary:

Emailed to President Tanja Swanson on _____ (date) OK received _____ (date & initial)

Emailed to Recording Sec. Donna Rose on _____ (date) OK received _____ (date & initial)

3) Check issued by Treasurer Margaret Taylor:

Signed: _____, Treasurer _____ (date)

Check Number: _____ Amount: _____

Date Paid: _____ Date Mailed: _____

Account: _____