|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Bank Transaction Date: |  |  |
| Current Date: |  | Date Payment Needed: |  |  |

|  |
| --- |
| REQUESTOR INFORMATION |
|  |  |  |  |  |  |  |
|  | Name: |  |  | Phone: |  |  |
|  |  |  |  |  |  |  |
|  | Email: |  |  |  |  |  |

|  |
| --- |
| PAYEE INFORMATION |
|  |  |  |  |  |  |  |
|  | Name: |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Payable to: |  |  |  |  |  |
|  |  | (if different from above) |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Remit to: |  |  | Tax ID #/EIN: |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| EXPENSE INFORMATION |
|  |  |  |  |  |  |  |
| Description of Expenses/Services: |  | Amount: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Payment Amount: |  |

|  |
| --- |
| APPROVALS (LREBB USE ONLY): |
|  |  |  |  |  |  |  |
|  | LREBB Officer: |  |  | Treasurer: |  |  |
|  |  |  |  |  |  |  |
|  | Date: |  |  | Date: |  |  |

|  |
| --- |
| PAYMENT INFORMATION (LREBB USE ONLY): |
|  |  |  |  |  |  |  |
|  | Amount: |  |  | Budget Category: |  |  |
|  |  |  |  |  |  |  |
|  | Amount: |  |  | Budget Category: |  |  |
|  |  |  |  |  |  |  |
|  | Amount: |  |  | Budget Category: |  |  |
|  |  |  |  |  |  |  |
|  | Check #: |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Other Payment Type: |  |  | Date Paid: |  |  |

**Submit to:** **LakeRidgeBandTreasurer@gmail.com**