

Sacramento River Valley District Request for Payment

Please fill out this form if you want SRVD to pay for something:

1. that was included and approved in the current budget
2. that was included in the current budget, but the amount is more than was approved in the budget
3. that has not been approved by the Board of Directors

Please submit this request to the District Director. Board approval may be necessary before the treasurer can issue a check for payment. Prior approval is always the safest course. You will be notified by email or phone or postal letter of the action taken on your request.

Check one:

- I want approval before making the purchase
 I want payment since the item has already been purchased.

Pay to:

Address:

City:

ZIP:

Phone including area code:

Description:

Amount to be paid:

Date item was purchased:

If you have a receipt please attach a copy. If you have questions, please contact

District Director Mary Jane Sutliff, 3551 Los Alamos Way, Sacramento, CA 95864-2811 (916) 217-2500 (h) (916) 217-2042 or by email: Mary Jane Sutliff
marysassyjane@outlook.com

Action Taken:

- the District Director and/or board of directors has approved this request.
 the District Director and/or the board of directors has not approved this request for this

Reason:

Check issued by the treasurer: Check#

Date: