

# Muse PFA 2009-2010

## Payment / Reimbursement Authorization

Please forward this to Treasurer along with all receipts.

Date:

Amount Requested: \$

Individual Requesting Payment:

Make Check Payable To:

Receipts Attached:  Yes  No

Is Payment for a Budgeted Item?  Yes  No

If "No", date and type of meeting that expenditure was approved:   
Date

Committee and Description of Expenditure:   
Committee

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Approved By:  Date:

Approved By:  Date:

Request Denied:  Date:

Reason:

Paid By:  Date:

Check #:

Note: If expenditure is for a budgeted item under committee review; the Committee Chairperson should approve the expenditure and sign the first approval line.