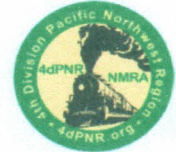




SEATTLE PACIFIC & EASTERN RAILROAD



HO Modular Group Member Request for Payment

Payment of \$_____ is requested for the following goods or services acquired or to be acquired for the HO Modular Group:

<u>Description of Items or Services</u>	<u>Itemized Amount</u>
_____	_____
_____	_____
_____	_____
	Total \$ _____

- a. Payment is to reimburse member (____) or to pay supplier (____).
- b. Items or services are purchased for: _____
- c. Executive Committee approved (____) or not required (____).
- d. Make or send payment to:
 - Name: _____
 - Address: _____
 - City: _____ State: ____ Zip _____
- e. Name of member requesting payment: _____
- g. Attach copy of receipt or invoice.

Email (preferred) or deliver this form completed with a copy of supplier's receipt or invoice to Group Chairman with request for processing and Committee approval, if required.

For Group Treasurer Use Only

Claim # _____; Date received: _____; Pay from HO Modular Liability Fund (____) or Group petty cash fund (____); Date paid from Group cash fund on: _____, or date forwarded to 4D: _____ for payment.

For 4D Treasurer Use Only

Date received _____; Date Paid _____; Account # Assigned _____; Check # _____.

Form adopted November 2016

HO Modular Group
4th Division, Pacific Northwest Region, National Model Railroad Association

