



Purchase Authorization Form

To request that the Wenatchee Figure Skating Club (WFSC) make a purchase, or to request reimbursement from WFSC, please complete this form and mail to WFSC, PO Box 2772, Wenatchee, WA 98807. If time is of the essence for reimbursement, please contact the current WFSC Treasurer (listed on the WFSC website <http://www.wenatcheefsc.org>) to possibly expedite. The WFSC Board cannot guarantee reimbursement for requests that have not been pre-approved. A receipt must accompany all requests for reimbursement.

Date of Request: _____

Requests for reimbursement must be made within 60 days of the purchase or service.

Item(s) requested (please provide as much detail as possible: description, size, color, and cost):

Reason for the purchase:

Requestor Information:

Name: _____

Phone # and email: _____

Payment method (reimbursement):

- In Person
 - Mail (address): _____
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Request Approved / Denied:

Signed _____