

HUNT GARDEN CLUB REQUEST FOR FINANCIAL COMMITMENT

TO BE PROCESSED AND APPROVED **BEFORE** A COMMITMENT TO PURCHASE IS MADE

TYPE OF REQUEST

Check by clicking in the appropriate box.

- ☐ Quote from a vendor
- ☐ Description from a vendor catalog or website (Include details below)
- ☐ Reimbursement for purchase
- ☐ In Kind Donation Notification
- ☐ Other (Explain fully under "Purpose of Request.")

YOUR NAME & CONTACT INFORMATION

Name: _____ Today's Date: _____
Phone: _____ Date Required to Commit: _____
eMail: _____
Address: _____ (if you want it mailed to you)

VENDOR NAME & CONTACT INFORMATION

Company: _____
Address: _____
(Mailing address, city, state, zip code)
Contact Name: _____
Contact eMail: _____
Contact Phone: _____

Tax Exemption was (or will be) utilized?: ☐ Yes
☐ No

BUDGET ITEM:

_____ (Example: Expense/Projects)

AMOUNT OF THIS REQUEST or estimated \$ amount of in-kind donation: \$ _____

PURPOSE OF REQUEST -- Fill out for ALL Requests

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Approved by Committee Chair: _____

Complete this form and send any additional information to Diane DeKerlegand
eMail to: dekerlegand@aol.com
OR snail mail to: Hunt Garden Club, PO Box 873, Hunt, TX 78024

If YOU, the requestor, have questions about filling out the form, contact Diane DeKerlegand

OFFICE USE ONLY	Check # : _____	Date: _____	By: _____
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Designated _____ Budget _____