

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**

Approved by Committee Chair: _____

Complete this form and send any additional information to Patti Devlin.

eMail to: patti.devlin@att.net

OR snail mail to: Hunt Garden Club, POB 873, Hunt, TX 78024

If YOU, the requestor, have questions about filling out the form, contact Patti Devlin.

OFFICE USE ONLY	Check # :	Date:	By:
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