

BILL SUBMISSION FORM



IMPORTANT: *This form must be submitted, with all supporting documentation, to the current **Treasurer**.*

- For prompt payment, attach all receipts and/or copies of back-up information regarding any donation(s), and then mail or hand-deliver to the current **Treasurer**. If needed, check the PRT Yearbook for the contact information of the current Treasurer.

Date: _____ Amount: \$ _____

Submitted By: _____

Check Payable To _____

Event/Committee: _____

Reason: _____

Memo _____

Check Mailing Information	
Check Payable To:	_____
Street Address:	_____
City:	_____
State:	_____ Zip: _____

Treasurer Use Only	
Check Number:	_____
Amount Paid	_____
Date Paid	_____