



# Payment Request Form

Use this form to document all direct payment expenses related to SOSA-WA. Payments may be combined on a single form if they are the same category of expense but each must be individually listed. Expenses in different categories or to different vendors require individual forms.

Questions – please contact the SOSA treasurer via  
[sosa.washingtonstate@gmail.com](mailto:sosa.washingtonstate@gmail.com)

Payee: \_\_\_\_\_

Date of Expense: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Category of Expense:

Printing		Membership	
Supplies		Bangor Planter/Garden	
Fall Welcome		Make It Bake It Fake It	
Oktoberfest		Turnover Tea	
Administrative		Other Expense (explain below)	

Attach receipts here

Description of Expense(s)	Amount

Signature: \_\_\_\_\_

**TREASURER USE ONLY:**  
 Date Received: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Paid: Check # \_\_\_\_\_