

# Deposit and Payment Request Form

**MUST BE SUBMITTED WITHIN 60 DAYS AFTER END OF EVENT.**



Description or Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Organizer of Event: \_\_\_\_\_

Prepared by & Date Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

SC Chairperson: \_\_\_\_\_ Approved: \_\_\_\_\_

DEPOSIT		Cash Amount	Check Amount	Meetup/WePay	Approved: SOLAR member
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
Attach additional sheet if necessary					
<b>Totals on first page only</b>		\$ -	\$ -	\$ -	

**DEPOSITS**

## PAYMENT REQUEST

	Make Check payable to:	Amount	Address, City, State, and Zip
1			
2			
3			
4			
5			
6			
	<b>Totals on first page only</b>	\$ -	

**EXPENSES**

**Net income from activity** \$ -

INSTRUCTIONS: (1.) One event per form. (2) Deposits will include name of person submitting payment, check number, marked if non-SOLAR member (3) Payment will include full information for where payment can be mailed, items being reimbursed or reason for refund. (4) Form must be approved by committee chairperson. **(5) Reimbursements for expenses will NOT be made without receipts so be sure to obtain and save your receipts and attach to this form.** Questions? Contact your SOLAR SC Chairperson: solaractivities@solaroutdoors.org, solareducation@solaroutdoors.org, or solarpresident@solaroutdoors.org.