



## PAW PURCHASE AND REIMBURSEMENT FORM

Completion and submission of this form is required for all Prescott Area Woodturners purchases in accordance with *Policy 8 – Purchases and Reimbursements*. Please print clearly.

Purchaser Name: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

Club Purpose / Explanation: \_\_\_\_\_

Total Purchase Amount (\$): \_\_\_\_\_

Who approved the purchase? \_\_\_\_\_  
(Name of Board member or dates of Board & membership votes)

Method of Payment: (select one)

- ☐ PAW debit card
- ☐ Cash
- ☐ Personal account

Reimbursement Method (if a personal account):

- ☐ Check
- ☐ Zelle
- ☐ Not applicable

Is a copy of the receipt(s) attached?

- ☐ Yes
- ☐ No. If no, explain why not:

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