



Third Party Check Request

Use this form to request a check from the Garden Club payable to a third party (e.g., speaker honorarium, fee for facility use, direct purchase of supplies/services by the Garden Club).

1. For a program speaker honorarium, please submit the request before the board meeting for the month the speaker is scheduled.
2. For a vendor/provider invoice, please attach a copy of the invoice to this form and submit both within **30 days of date of invoice** either to BonitaValleyGCTreasurer@gmail.com (preferred) or:

BVGC - Treasurer
PO Box 16
Bonita, CA 91908-0016

Requestor Name:				Date of Request:		
Mailing Address:						
City:			State:		ZIP:	
Phone:			Email:			

Budget Line-Item Description:			
Committee/Project Chair Responsible for Budget Item:			
Send Check to:	Payee	Requestor	

Payee Name:				Check Amount:		
Payee Address:						
City:			State:		ZIP:	

Committee Chair Name (Please Print):			
Committee Chair Approval Signature:			

Note: if an item exceeds your budget by more than \$50, it must be approved by the board and by membership.

Rec'd: _____
Processed: _____
Ck#: _____