



## Authorization to Pay Invoice

**Committee:** \_\_\_\_\_

\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Date

**Used For:** \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_

**Chairperson Send To:**

**Purchased By:**

Rough and Tumble Engineers Historical Assn  
C/O Deborah Wilson  
20873 Wil King Rd.  
Lewes, DE 19958-6028

\_\_\_\_\_



## Authorization to Pay Invoice

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Date

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## Authorization to Pay Invoice

**Committee:** \_\_\_\_\_

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Date

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Lewes, DE 19958-6028

\_\_\_\_\_

**Instructions:**

- 1. Fill out and sign the front of this form
  - 2. Attach receipts (or an explanation)
  - 3. Place in window envelope with address showing
- Please turn in expenses within 30 days of occurrence  
Late reimbursement requests may result in 4-week delay

Send to Committee chairperson:

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

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

**Receipt From:**

Date \_\_\_\_\_ \$ Amount \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Total from Front: \_\_\_\_\_

Grand Total: \_\_\_\_\_

**Instructions:**

- 4. Fill out and sign the front of this form
  - 5. Attach receipts (or an explanation)
  - 6. Place in window envelope with address showing
- Please turn in expenses within 30 days of occurrence  
Late reimbursement requests may result in 4-week delay

Send to Committee chairperson:

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

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

**Receipt From:**

Date \_\_\_\_\_ \$ Amount \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Total from Front: \_\_\_\_\_

Grand Total: \_\_\_\_\_

**Instructions:**

- 7. Fill out and sign the front of this form
  - 8. Attach receipts (or an explanation)
  - 9. Place in window envelope with address showing
- Please turn in expenses within 30 days of occurrence  
Late reimbursement requests may result in 4-week delay

Send to Committee chairperson:

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

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

**Receipt From:**

Date \_\_\_\_\_ \$ Amount \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Total from Front: \_\_\_\_\_

Grand Total: \_\_\_\_\_