

Request Advance Funds from Society of Women Engineers Charlotte-Metrolina Section, D-002

Questions? Contact the Section Treasurer at Charlotte.Metrolina@swe.org.

EMAIL this completed form **OR** MAIL a copy of this completed form to Treasurer no later than 10 days before expected purchase date.
EMAIL scanned receipts **OR** MAIL a copy of the receipts and repay any balance within 30 days of expected purchase date or event.

Payee	
Address	
City	
State/Province	
Postal code	
Phone	

Committee/Event Name	
Expected Purchase Date	
Estimated Amount Needed	
Description	

For Treasurer Use ONLY:

Amount & Date Issued	
Date Receipts & Balance Received	
Amount Repaid	
Line Item Charged	