



Providence Players
OF FAIRFAX

Basic instructions for completing the Providence Players' Request for Payment or Reimbursement form

- (1) Group receipts by the person/entity to be paid.
- (2) Complete one form (you may use multiple continuation sheets as necessary) for each payee. This allows the treasurer to write a single check to a payee who may have multiple receipts. You do not need to use a separate form for each receipt. An address is only necessary when the check is to be mailed. If the check will be hand delivered, you do not need to bother with the address.
- (3) Group expenses and subtotal by major category: Set, Props, Lighting, Costumes, Misc. etc. This allows the treasurer to categorize expenses in the computerized financial system.
- (4) Attach receipts for each expense item for which reimbursement is claimed. If a receipt is lost (something we that should be strongly discouraged) or not available (sometimes eBay purchases do not have receipts) write a brief note of explanation.
- (5) For production expenses, the producer should sign the producer's line. The requester line does not necessarily need to be signed by the payee. The Producer can sign the requester line as well if all receipts are attached. If the Producer is also the payee, s/he should get the form counter-signed by a Board Officer (Chip, Mike Daze or Tina Thronson) or the show's director.
- (6) For non-production expenses, have a Board Officer (David Whitehead, Janet Bartelmay, Mike Mattheisen or Tina Thronson) sign on the Producer's line.
- (8) If a Board Officer is the payee, they should not be the approving signatory. Just get another Board Officer to approve the form.
- (9) Total all items from all sheets for a particular payee. This will be the total of the check the treasurer will write.
- (10) Turn all completed forms and receipts into the Treasurer.