Send completed form and supporting documentation to:

Mary Harvey, DG

2029 Broadway, Mt. Vernon, IL 62864, or

Email to: mharvey@mlh-law.net

|  |  |
| --- | --- |
| **Date** |  |
| **Payee Name** |  |
| **Address** |  |
|  |  |
|  |  |
| **Phone** |  |
| **Amount** | **$** |
|  |  |
| **Requested by** |  |
| **Address** |  |
|  |  |
|  |  |
| **Phone** |  |
|  |  |
| **Mail Check to (Circle)** | **Payee Payor** |
|  |  |
| **Description of** |  |
| **Expense/Advance** |  |
|  |  |
| **Charge to Program or** |  |
| **Budget line item** |  |
|  |  |
| **Approved by Committee Chair** |  |
| **Date** |  |
|  |  |
| **Approved by District Governor** |  |
| **Date** |  |
|  |  |

Copy to: David E. Matthews PDG, [demrotary@mediacombb.net](mailto:demrotary@mediacombb.net)