Labrador Retriever Club
of Greater Boston

PAYMENT REQUEST

1 MEMBER NAME DATE

Payee, if different than member:
Who should reimbursement be made payable to?

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2 What form of payment do you prefer?

[ ] Paypal
Username, Email, or mobile

[ ] Physical Check mailed to:
Street, City/state/zip/phone

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3 Which Fancy & Event/Activity are these expenses for?

If the expenses serve more than 1 fancy or will be used at many event/activities, please tell us how to allocate them in Section 4.

[ ] Club [ ] Conformation [ ] Companion [ ] Field

Event/Activity?

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4 What, How Much, and Where should we book it?

ACCOUNT *(see pg 2 for options)*	**DESCRIPTION** *(what did you buy?)*	**AMOUNT**
Hospitality	Cake for the Lobster Dinner	$35.00
	TOTAL TO REIMB	$

Email completed Form along with Receipts to Event/Committee Chair for approval.
Event / Committee Chair will forward Form and Receipts to treasurer@lrcgb.org

PAYMENT REQUEST

(Pg 2. REFERENCE)

These are the Accounts we use for our financial reporting. Please tell us where to park these expenses if it's not all that obvious. Thanks!

REVENUE

40000	Entry/Registra Revenue
40200	Sweeps Entries
43000	Hospitality Revenue
44000	Prize Sponsorships
45000	Raffle & Auctions
46000	RV Parking
47000	Catalog Ad Sales
47050	Catalog Book Sales

EXPENSES

50200	Admin/Overhead
50800	Equipment Carrying Costs
50850	Equipment Storage
50600	Tech / Software
64000	Ammo
89999	Equipment Purchase
74000	Ribbons
74600	Prizes
74700	Sweeps Prizes
75000	Raffle & Auction Expenses
77000	Catalogs
80000	Event Operations
80100	Fees - AKC Application
80200	Fees - AKC Recording
80300	Fees - Secretary / Supervisor
81000	Venue Rental
82000	Equipment Rental
83000	Birds
84000	Hired Personnel
84500	Member Gifts
85000	Hospitality (General)
85100	Judges Dinner
85200	Lunch/Water/etc for workers
86100	Judges Fees
86200	Judges Gifts
86300	Judges Travel & Hotel
87000	Supplies