

SAN GABRIEL MOUNTAINS CHAPTER
California Native Plant Society

PURCHASE/PAYMENT AUTHORIZATION FORM

Required for all purchases or payments that are not routine expenditure
Please submit completed form to the Treasurer

Purchase from/Payable to: _____

Address: _____

Purpose: _____

Description: _____

TOTAL Amount: \$ _____

This is routine expenditure: Yes No

Board approval: At board meeting By email By telephone Other

If not at meeting, identify approvers: _____

Board Approval Date: _____

Signature of one approver: _____ Date: _____

Date Paid _____ Check No. _____