



## PNER FUNDING REQUEST

The documentation for any direct payment to a 3<sup>rd</sup> party should be:

A note or official request, signed by a responsible party that explains the reason for the payment (e.g. gravel for trails maintenance project at xx location as approved by the trails committee on xx date.)

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

*As a 501c3 organization authorized as tax exempt by the IRS, we are required to handle funds responsibly and in alignment with our purpose.  
We are subject to audit and need to have proper documentation as to not risk our status.*

**Purpose of Requested funds:**

**Funds requested, proof of expense, or vendor contact information for direct payment**

Date	Payee	Phone #	Address to mail payment	Amount

Total: \_\_\_\_\_

Treasurer Received on \_\_\_\_\_ Board approval on \_\_\_\_\_ Funds sent on \_\_\_\_\_