



Virginia Water Environment Association PAYMENT REQUEST

- ① Complete one form for each payment, and have the committee chair approve the request.
- ② Attach receipts and/or invoices to this form.
- ③ Email Kathy.rabalais@vwea.org

Your Name: _____

- Reimbursement
- Deposit/Downpayment
- Invoice

Your Phone Number: _____

DATE	ITEM	COMMITTEE/ PURPOSE	AMOUNT	OFFICE USE

Total Check Amount: _____
 Name: _____
 Address: _____
 Email: _____
 Cell Phone: _____

Reimbursement method: Check Zelle

If you have never used Zelle, you will receive a text stating VWEA wants to pay you. You will have to go into your bank account and allow the payment.

Checks payments can take up to 30 days for reimbursement

 (Signature)
 I certify the above expenses were incurred as indicated

For VWEA Completion

Secretary/Treasurer Approval to Pay via Zelle: _____

Date: _____