

## Payment Request Process

This process only works well with planning

### Treasurer

Issues check when payment request is complete.

- Form is complete
- Proper approval

### President

- Usually in emergency only
- May approve any request for committee chairs

### Committee Chairs/Garden Leaders

- May approve payment requests for purchases within committee functions

### Members

- Discuss purchase with committee to determine needs
  - Fill in Request form
  - Get proper approval
    - Make purchase
- Submit form with receipts for payment