



Eagle Sport Aviation Club

Purchase Authorization Form / Reimbursement Form

Please attach a copy of receipt, invoice or written quote

Date Requested: _____

Date Needed: _____

Vendor Name:	_____
Contact:	_____
Phone:	_____
Address:	_____

Submitted by:	_____
Phone:	_____
Address:	_____

Officer Approval:	_____

Division:	(Circle the appropriate name and tailnumber)	Electronic selection:	_____
Name:	<u>Pitts</u> <u>Cub</u> <u>Glider</u> _____		<u>Other</u>
Tailnumber:	N260AB N88157 N215ES N411JR	N2445W N244CG	General Supplies
		N5844V	Contest (specify below)
			Public Relations
Other / Comment: _____			

Expenses: <small>***Please attach a copy of receipt, invoice, or written quote***</small>				Office Use Only (Payment)			
Description:	Quantity:	Amount:	Part or Catalog # - Other Comments	Date	Form	QB	Rect
Total:			_____	Reimbursement:		_____	_____

Purchase authorization: (Purchases must be approved by an authorized club officer and/or the treasurer)			
Officer:	_____	Treasurer:	_____
Signature:	_____	Signature:	_____

Submission:

After approval by appropriate officer of division, this form should be submitted to the ESAC Treasurer and/or mailed to:

Eagle Sport Aviation Club
1648 Taylor Road #234
Port Orange, FL 32128