

WOMAN'S CLUB OF PALO ALTO WORK AUTHORIZATION FORM

Please fill out this form for work that you requested (repair, improvement, regular maintenance, etc.)

Attach a work order or invoice if you have one.

Vendors may send invoices to the Woman's Club of Palo Alto

By email: Treasurer@womansclubofpaloalto.org

By mail: Woman's Club of Palo Alto,
Attn: Treasurer
475 Homer Avenue, Palo Alto, CA 94301

Description of Work Done/To Be Done: _____

Date of Work (expected or actual): _____

Vendor's Name: _____

Budget Category: _____

Amount (expected or actual): _____

Your Name: _____ **Date:** _____

Signature of Committee Chair: _____

Work Authorizations forms may be left in the Treasurer's Folder in the office or mailed to:

Woman's Club of Palo Alto
Attn.: Treasurer
475 Homer Avenue
Palo Alto, CA 94301