



McHenry County Detachment 1009  
Marine Corps League  
P.O. Box 311  
Woodstock, IL 60098  
(815) 575-8386

\_\_\_\_\_ Date

Disbursements under \$300 require Board & over \$300.00 require Board & Membership

Submitted by: \_\_\_\_\_  
Member Name

Contact Member at: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Disburse from (Select One):            General            Ball            Toys For Tots            Other

Describe Expense:

**ATTACH RECEIPTS**

Required By: \_\_\_\_\_  
Date

Amount: \_\_\_\_\_

Payable to: \_\_\_\_\_  
Full Name

Payroll Signature: \_\_\_\_\_

Mailing Address:

Special Instruction:

Certified and Approved by: \_\_\_\_\_

Adjutant or Authorized Detachment Officer: \_\_\_\_\_

Submit to Paymaster: \_\_\_\_\_