

# Expenditure Approval

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone No: \_\_\_\_\_

Description/Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Needed by (date): \_\_\_\_\_

Is this expenditure budgeted? \_\_\_\_\_ Yes \_\_\_\_\_ No

This expenditure must be approved by two board members before any purchase can be made. Once approved, Board Treasurer will retain form.

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Board Member (Pres., Vice Pres., Secretary, Treasurer)

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