

## Expense Authorization Form

*Request (#1-8) to be completed by member making request on behalf of Committee or BOD*

**1) Project Category (check one)**

Operations

Service

Other

If "Other"  
describe:

**2) Describe Expense:**


**3) Make Check Payable to:**

**4) Make Check in the amount:**

\$

**5) Budgeted (check one):**

Yes \_\_\_ or No \_\_\_

**6) Expense Requested by:**

**7) Request Authorized by:**


**8) Date Requested:**

*Approval (#9-11) to be completed by President*

**9) Date Approved** by BOD:

**10) Date Approved** by Pres:

**11) Expense Approved:**

*Board of Directors Approval Method- Check One:*

Meeting:  Email:  Other (describe):

*Expense less than \$100 do not require BOD approval*

*(Signature of the President)*

*Paying, documenting and reporting approved expense facilitated by Treasurer*

**12) Date Check Prepared:**

**13) Date Check Sent:**

**14) Check #:**

Distribution Method: