



# AUTHORIZATION FOR EXPENDITURE

DATE: .....

Expenditure Request: .....

Expenditure Amount: .....

Requestor: .....

## SOURCE OF FUNDS

Operating Budget ..... Treasurer Initial

Grant Budget ..... President Initial

Project Budget ..... Vice President Initial

## APPROVAL

<\$200 – TREASURER

>\$200 < \$1000 – **BOARD OF DIRECTORS** – TWO SIGNATURES REQUIRED

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BOD Signature	BOD Signature	Date

>\$1000 – **MEMBERSHIP APPROVAL** – TWO SIGNATURES REQUIRED

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Membership Signature	Membership Signature	Date

Other Comments: .....

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