

Committee Chairpersons: If you are in need of supplies that are to be used for a club function and need to be reimbursed. Please download the "Expenditure Request/Approval Form" from our website. Have the expenditure approved by your board liaison PRIOR to your purchase. You will submit the receipt and signed form to your board liaison for reimbursement. If you do not know who your board liaison is you can look it up in the Organization Chart also on our website.

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EXPENDITURE REQUEST/APPROVAL FORM	
Date Requested: _____	
Requested by (club member): _____	
Approved by (board liaison): _____	
Payable To:	
In The Amount Of:	\$ _____
Reason for Payment (include committee/activity information) :	
Date Paid	Check #
ATTACH INVOICE/RECEIPT TO THIS FORM	
Failure to obtain approval prior to purchase may cause denial of reimbursement.	

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