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| **Date:** |  |
| **Requested By:** |  |
| **Payable to:** |  |

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| **Expense Description** (continue on back if necessary)**:** |
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| **Committee charged against** (Check applicable Box)**:** |
|  | Agape Committee |  | Nominating Committee |
|  | Entertainment Committee |  | Registration Committee |
|  | Finance Committee |  | Selection Committee |
|  | Function Committee |  | Training Committee |
|  | Media Committee |  |  |

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| **Submitted By:** |  |
| **\*Pre - Approval:** |  |
| **\*\*Chair Approval:** |  |
|  |
| \*All expenditures $50.00 or over must be pre-approved by the committee chair against which the expense will be charged |
|  |
| \*\*All expenditures over $500.00 must be counter-signed by the committee chair against which the expense will be charged |

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