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

|  |
| --- |
| **Expense Description** (continue on back if necessary)**:** |
|  |

|  |
| --- |
| **Committee charged against** (Check applicable Box)**:** |
|  | Agape Committee |  | Nominating Committee |
|  | Entertainment Committee |  | Registration Committee |
|  | Finance Committee |  | Selection Committee |
|  | Function Committee |  | Training Committee |
|  | Media Committee |  |  |

|  |  |
| --- | --- |
| **Submitted By:** |  |
| **Pre - Approval:** |  |
| **Chair Approval:** |  |
|  |
| All expenses $50.00 or over must be pre-approved by the committee chair against which the expense will be charged. |
|  |
| All expense requests over $500.00 must be counter-signed by the committee chair against which the expense will be charged prior to reimbursement. |