

WEST PEARLAND REPUBLICAN WOMEN (PAC)

REQUEST FOR EXPENDITURE OF ORGANIZATIONAL FUNDS

ALL WPRW EXPENSES MUST BE PRE-APPROVED IN ACCORDANCE WITH WPRW POLICIES PRIOR TO ENCUMBRANCE AND THE FORM COMPLETED AND GIVEN TO THE WPRW TREASURER WITH A COPY OF ALL RECEIPTS BEFORE REIMBURSEMENT CAN BE MADE.

To: Karrie Hurd, WPRW President _____ Approved in Budget _____ Approved in General Meeting (Date: _____)

Your approval of the following expenditure will be appreciated:

Name of person requesting expenditure: _____ Date: _____

Budget Category: _____

Reason for expenditure: _____

Approved: _____ Date: _____

REIMBURSEMENT REQUEST FOR APPROVED EXPENDITURES

Receipts for all items for which you are requesting reimbursement must be attached.

DATE PURCHASED	WHERE PURCHASE WAS MADE	ADDRESS INCL STREET & ZIP	AMOUNT OF PURCHASE
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL REQUEST			\$

Reimbursement Received By: _____ Amount: _____ Date: _____ Check # _____

Teresa Bitner, WPRW Treasurer