

District A4 Request to Expend Funds

Project Account / Administration Account (Non Travel) Request to Expend Funds

Treasurer: Joyce Firlotte email: treasurer.a4@gmail.com tel: (613) 283-1170

This form can be completed online. Submit form & receipts by email or mail to treasurer

Project/Activity Name Expense: _____
Request to expense funds to a project _____ Committee or Project Name

Committee Chair Expense: _____
Committee Chairperson Name

<u>Detail Reason:</u>	<u>Amount</u>
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
	Total _____

** Attach receipts (if applicable) to back of form or submit as scanned backup item

Signature: _____ **Date** _____

Treasurer Use Only:

Date: _____ **Chq No.** _____

Account: **Admin** **Project**

Authorized: _____ **Amount** _____

Cheque to: _____ **Init.** _____

Form: C:\Users\User\Documents\1_Lions District\2020_2021\Treasurer\District A4 ExpenseRequest.xlsx