

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: Sherry Peterson, WPRW President

----Approved in Budget

----Approved in ----- General Meeting
(Date)

Your approval of the following expenditure will be appreciated:

Name of person requesting expenditure: _____

Reason for expenditure: _____

Not to Exceed Amount: _____

Date: _____

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 No. _____

Mopsie Thornborrow, WPRW Treasurer