



Intent to Spend Budget i.e. Requisition

Use this form for all expenses over \$100.00 that have been budgeted for the current fiscal year. Please expect 1 week for approval and an additional 1 to 2 week for reimbursement. Put this form in the Office Admin's box

Date _____ Committee _____

Committee chair _____ Requested by _____

Budget line for requested funds _____

Items to be purchased	Cost

Total Cost _____

Purpose of expenses _____

Planned purchase date _____

Payment Information

Make check payable to _____ for \$ _____
(If checks are needed for more than one company or person, provide the additional information on the back of this form)

Need check on or before _____ give check to _____

or

Mail check to _____

Approved by _____, Chairperson

Date _____

Approved by _____, Treasurer

Date _____