



# Veterans of Foreign Wars - Post #9182

## Request for Expenditure

P.O. Box 37, Katy, Texas 77492



The information provided on this form is for the Person or Organization requesting funding over \$250 from Post # 9182. Please ensure that all requested data is complete and attach additional documentation as necessary. (i.e.: bids, requests, contracts, etc.). A member of the Finance Committee will contact you with any questions. The form will be reviewed and brought before the entire post at next Business Meeting. Please submit at least one week prior to Business Meeting in order to give committee time to review and provide comments

### SECTION "A" - To be completed by requesting party.

\* Please PRINT or Type all information submitted \*

Name of Person/Organization requesting funding:

Address:

Contact (name, phone & email):

Amount of Money Requested: \$

#### Reason for investment or expenditure:

Limit description to what fits in block or enter "See Attached" and provide on separate sheet.

Is there a deadline for needing funds? (Date)

Are you a non-profit entity?  Yes  No

Who should the check be made out to, if approved?

Requestor's Signature:

Date:

### SECTION "B" - To be completed by Finance Committee

RFE #

Budget reviewed with regard to funding availability & impact on budget:  Yes  No

#### Remarks:

Recommended:  Yes  No

#### Reason for not recommending:

#### Finance Committee Comments:

#### Finance Committee Signatures & Date:
