

EXPENDITURE REQUEST

_____ Chapter, ASEA/AFSCME Local 52, AFL-CIO

ALL EXPENSES MUST BE APPROVED BY THE CHAPTER PRESIDENT OR TREASURER

Attach Proposal or Invoice to this Expenditure Request

I. Expenditure Request

Committee and/or Event: _____

Describe Item and/or Service	Amount	Source of Supply
	\$ _____	TOTAL

II. Purpose of Expenditure

III. Expenditure Authorization

Fiscal Year _____

Approved Annual Budget Line Item: _____

IV. Expenditure Appropriation

Exec Board and/or Chapter Motion #: _____ Meeting Date(s): _____

Name of Payee: _____ Check No. _____

Submitted by: _____
Signature then Print Name & Union Title

Date

Approved by: _____
President or Treasurer

Date

Note or Reasons for non-approval