INUUC Expenditure Request

Email completed form and invoice/receipt to treasurer@inuuc.org

Date xx/xx/xxxx

Requesting Circle

Amount of expenditure request

Description of expenditure

How expenditure is to be paid

- ◯ Check
- ◯ Bank auto-withdrawl
- ◯ Debit Card
- ◯ Recurring bank withdrawl

Circle contact person(s) with phone/email

GL Accounting Coding

To be filled out by INUUC treasurer:

Check payable to:

Mailing address for check:

Invoice number, or reference for payment

Special instructions/notes

To be filled out by INUUC treasurer:

Treasuer Approval

Check Signer Approval

Check # or payment method

Approval Date

Approval Date

Date Paid