REQUEST FOR EXPENDITURE OF FUNDS

Per Section 4.b.3 of the By-Laws of the Fairborn Marching Band and Color Guard, and for better budget accounting of Fairborn Music Club (FMC) funds, all requests for expenditure of funds must be approved in writing by the FMC President before such expenditures are made. Any expenditure made without prior written approval shall be deemed as a donation to the Club and will not be reimbursed. Once approved, this form must be presented to Treasurer with receipts for reimbursement.

This form will be available from the Treasurer and on the Fairborn Music Club website.

Date of Request: _____

Amount Requested: _____

Date Needed: _____

Committee: _____

Is this a budgeted expense?: _____

Reason for expenditure: _____

_____

_____

_____

Requested by: _____
Committee Chairperson

Approved: ___ Yes, as submitted ___ Yes, with conditions (note conditions below)

___ No, funds not available ___ Needs further review

Conditions: _____

_____

By: _____ _____
President Date

Do not write below this line.

For Treasurer Use: Check Number _____ Date Paid _____