



Expenditure Request Form

OFFICE USE ONLY
 Received: __ / __ / 200__
 Request No: ____

This form needs to be filled in to obtain approval for spending any funds that you subsequently intend to claim as expenditure from Judo Western Australia (Inc.). Once approved by a minimum of two executive members, you must fill in a separate Expenditure Claim Form and hand this to the Treasurer together with proof of purchase. Please note that expenditure in excess of \$500 requires Board of Management approval.

Requested By (name): _____ **Request Date:** __ / __ / 200__

Required to be approved by: __ / __ / 200__ **Request amount:** \$ _____

Relating to: _____

Recurrence Once Monthly Annual Other (Specify)

Request Description

Please provide a detailed description of your expenditure request and attach additional information.

Approved by:
 (Signature of at least two executive members is required)

Name: _____ **Signature:** _____ **Date:** ____ / ____ / 20__

Name: _____ **Signature:** _____ **Date:** ____ / ____ / 20__

Name: _____ **Signature:** _____ **Date:** ____ / ____ / 20__