Naches Lions Club

Expense Request Instructions

The Expense Request form must be submitted to the Treasurer before any payment or reimbursement can occur. Please fully complete it, attach documentation to the back, and have it signed by the committee chair or the President.

IMPORTANT: All expenses must be pre-approved by the Board. If it falls within the unspent portion of a pre-budgeted category it is approved. If NOT part of the budget, you must get board approval before spending the money.

NOTE: If you purchase something at a merchant where we have an account, such as Ace Hardware, please obtain a receipt for that purchase, and complete this form, so it can be assigned to the appropriate budget category when the statement comes in to the Treasurer.

HEADING

Date Purchased: Enter date of invoice or receipt.

Amount of Check: Enter amount the Treasurer should make out the check for.

Check #: Leave blank; this is for the Treasurer's use.

Payable to: Who should the check be written to.

Requested by: Your name

Description: Specifically, what was this expense for

Committee Chair Signature: If committee chair is unavailable, or if the Chair is the person receiving the reimbursement, the Co-Chair or the President should sign here.

Date Paid: Leave blank; this is for the Treasurer's use.

DETAIL

Amount Column: Enter amount of expense on the line next to the appropriate budget category. If the reimbursement or payment is for more than one budget category, divide the amount appropriately among the categories.

Expense Type Column: Place a check mark next to the purpose for this payment. If there are multiple expense types, check all that apply, and please explain under Notes.

Notes: Show detail of multiple expenses, if necessary, and/or any explanation that will help determine how this expense should be recorded.

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Income Document Instructions

If you receive money to be deposited in the Lions Club accounts, please complete an Income Document and give it to the Treasurer with the money, so (s)he will know which category is to be credited.

HEADING

Date Received Enter date you received the money.
Amount Received Enter total amount of the income.
Check or Cash: Circle the correct one.
Received From: Name of donor, organization, or project from which the funds came.
Special Instructions: Did the donor specify how the funds are to be spent?
Description: Enter any information that may be helpful in recording this income.

DETAIL

Amount Column: Enter the amount on the line next to the appropriate budget category. If the donation applies to more than one category, please divide it as needed.