

WILMINGTON YEARLY MEETING EXPENDITURE REQUEST

After completing the top half of this form, please submit it and all supporting documents, including receipts, to the Finance Committee or Treasurer. If this is a budgeted expenditure for a committee, a minute from the requesting committee should be attached to this request.

Date of Request: _____ Requested Amount: \$ _____

Name of Person Making Request: _____

Committee/Position of Requestor: _____

Purpose/Use of Funds:

Is this a budgeted expense? Yes No Not Sure

Are these "Pass Through" Funds? Yes No Not Sure

Is there a designated account from which these funds should be drawn? Yes No Not Sure

If yes, what account? _____

Payee (to whom should the check be made?): _____

Mailing address of Payee: _____

Should the check be mailed to payee, or will it be picked up at the WYM Office? Mail Picked-up

If picked up, by whom? _____

TREASURER'S APPROVAL: _____ Date _____

Treasurer, after signing please route to WYM Office Coordinator for submission to Bookkeeper.

Check # _____ Amount _____ Date _____

BOOKKEEPER _____ Date _____

Bookkeeper, after completing please route to WYM Office Coordinator for filing (and pick-up if applicable).

RECIPIENT (if received by hand): _____ Date: _____



Mailing Address:

Pyle Center, Box 1194
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