

WILMINGTON YEARLY MEETING EXPENDITURE REQUEST

Please submit this form 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 _____

Notes/Comments: _____

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

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