



Our Lady of Refuge Parents' Club

APPROPRIATION FORM

An appropriation form is required prior to the disbursement of any funds for all expenditures. Parents' Club by-laws state that the Parents' Club Board may approve any expenditure less than \$500.00. All expenditures over \$500.00 must be approved by the general membership of the Parents' Club bi-monthly meeting.

Appropriations submitted for expenditures should be reasonable, appropriated, and within the approved budget for a committee or event. If in doubt concerning this expenditure, please contact the treasurer in advance. To qualify for reimbursement, expenditures must be documented with original, detailed, receipts.

For funds appropriated for and advanced before an expenditure is made, please provide the original, detailed receipts to the treasurer within two weeks of incurring the expense, along with any leftover funds. For those funds appropriated for and not advanced, receipts must be submitted within 30 days after the event.

DATE: _____

NAME: _____

CONTACT #: _____

APPROPRIATION REQUEST: (Please list items/activities for which funds are requested and specify reason needed) _____

DATE FUNDS REQUIRED: _____

CHECK PAYABLE TO: _____

AMOUNT REQUESTED: _____

Approved By:

Kelly Klimmek

Treasurer

Kim Wisniewski

President

Jennifer Abro

Co-President