



# Floral Park Sports Association

Established 1997

DATE \_\_\_/\_\_\_/\_\_\_

## REQUEST FOR EXPENDITURE (RFE)

<b>NAME</b>	_____
<b>ADDRESS</b>	_____
<b>PHONE</b>	_____

<b>EXPENDITURE DETAILS</b>			
<b>DATE</b>	<b>RECEIPT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____.
___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____.
___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____.
___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____.
___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____.
___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____.

<b>MAKE CHECK PAYABLE TO:</b>	_____
<b>SEND CHECK TO:</b>	_____
<b>CHECK AMOUNT</b>	\$ _____
<b>DATE NEEDED BY</b>	_____

<b>SIGNATURES FOR APPROVAL</b>	
<b>REQUESTOR</b>	_____
<b>EXEC BOARD</b>	_____
<b>TREASURER</b>	_____

<b>PROCESSING INFORMATION</b>	
<i>(To be completed By Treasurer or President Only)</i>	
<b>DATE RECEIVED</b>	_____
<b>RECEIVED BY</b>	_____
<b>DATE PROCESSED</b>	_____
<b>PROCESSED BY</b>	_____
<b>CHECK NUMBER</b>	_____
<b>CHECK AMOUNT</b>	_____

**NOTE:** All paperwork must be properly attached when submitting for approvals