



2013 EXPENSE AUTHORIZATION FORM

The Chapter Treasurer is hereby authorized to expend Chapter funds in order to pay the following:

Date: _____ Amount: \$ _____ WCR CC* _____ Check: # _____

Payable to: _____

Disbursement Instructions: _____

For (detailed description of expense): _____

Code #	Amount \$	For:
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Code #	Amount \$	For:
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Code #	Amount \$	For:
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Code #	Amount \$	For:
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Requested by: _____
Printed name and Signature

Authorized by: _____
Sheila Moran, President or Corie Boldt, President Elect

Audit Use: _____ Supporting Documentation Attached **Original receipts and or invoices must be attached to this authorization form BEFORE expense MAY be approved for payment!**

Thank You!! ☺

****In case of WCR credit card use – please submit one for form each individual charge/return incurred***