

Costumer's Guild West, Inc.
Request for Funds Disbursement

Today's Date: _____

Funds Requested By: _____

Amount Requested: \$ _____

Funds Requested For: Printing _____ / Postage _____ /

Squeals _____ / Costume College _____ /

Refreshments _____ / Mileage _____ /

Other _____

Make check payable to: _____

Mailing address: _____

Check #: _____ Sent on: _____

Approved By: President _____ / Treasurer _____ / Board _____

On Date: _____

1. Expenditures under \$50.00 may be authorized by the President.
2. Expenditures over \$50.00 and under \$250.00 require the advance authorization of both the President and the Treasurer.
3. Expenditures over \$250.00 require the **advance** authorizations of a majority vote of the Board of Directors.