



# Sun City Anthem Woodchips Woodworking Club Authorization for Expenditure

(Required for Non-Expendable Items costing less than \$ 500.00)

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

**Expense Category:**

- Shop Supplies
- Small Tools
- Maintenance & Repairs
- Other (Explain):

**Explanation / Description of Request for Expenditure:**

**Officer Authorization: (Two Signatures Required)**

<i>President</i>	Date

<i>Operations Officer</i>	Date

<i>Financial Officer</i>	Date

*This form must be submitted with your expense reimbursement form*