**El Camino Real Chapter, Texas Master NaturalistTM program**

**Expenditure Request Form**

This form may be completed electronically if so desired. To do so, use the Tab key to move from block to block. You may also use your mouse to check the checkboxes.

All funds expended must be submitted to the Treasurer.

The Treasurer or President shall sign all checks, drafts or other instruments for payment of money or notes less than $500.00 of the Chapter. The Treasurer or President and one other officer shall sign all checks, drafts or other instruments for payment of money or notes of $500.00 or greater of the Chapter.

Any expenditure of more than two hundred and fifty dollars ($250.00) must be approved by a resolution of the Board of Directors.

This chapter does not yet have its own Tax-Exempt number. Our Employer Identification Number is 26-0904271

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| --- | --- | --- | --- | --- | --- | --- |
| Member Requesting Funds | |  | | Phone |  | |
| Proposed Fund Use: (Include explanation of the item(s), needs to be addressed, whether the expenditure is time-critical, and expected benefits) | | | | | | |
| Vendor Name |  | | **Amount** | | |  |
| Other comments: | | | | | | |
| Related to Grant Funding?  Yes  No | | | | | | |

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| --- | --- | --- | --- |
| Chapter Records—Please do not write below this line (for Treasurer use only) | | | |
| Approved  Disapproved  Forwarded |  |  |  |
|  | (Name of Approving Authority) |  | (Date) |