

El Camino Real Chapter, Texas Master Naturalist™ 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

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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Chapter Records—Please do not write below this line (for Treasurer use only)			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Disapproved			
<input type="checkbox"/> Forwarded			
_____			_____
<small>(Name of Approving Authority)</small>			<small>(Date)</small>

The Texas Master Naturalist program activities are coordinated by Texas AgriLife Extension Service and Texas Parks and Wildlife. Texas Master Naturalist programs serve all people regardless of socioeconomic level, race, color, sex, religion, disability or national origin.