

ADDENDUM D: Advanced Funds Request Treasurer

CRCNA - ADVANCE FUNDS REQUEST

Please use ink and print legibly - 2 copies. Subcommittee- Retain 1 copy; forward 1 copy to CRCNA Treasurer.

The _____ Subcommittee requests that a check be drawn as indicated below to pay for the budgeted materials, equipment or services listed and which can not be purchased or obtained by other purchasing methods:

Items: _____ TOTAL: \$ _____

Name, address and telephone number
of the person to whom this check
should be made payable

Telephone _____

As Subcommittee Chairperson, I acknowledge and accept the following terms: (1) I accept full responsibility for the custody of these funds; (2) Funds may not be used for any purposes other than those requested above; (3) This purchase is subject to all CRCNA purchasing policies and procedures, including those related to competitive bids or comparative price quotes; and (4) Following the purchase, a completed CRCNA Expenditure Voucher form with a copy of this Advance Funds Request form, a completed CRCNA Purchasing Information sheet and a detailed receipt from the vendor, signed and marked "Paid," must be submitted along with any funds remaining or not paid out.

Printed Full Name Signature Date: _____

Mail? _____
Give to Subcommittee for hand delivery? _____

TREASURER'S USE ONLY-			
Check # _____	Dated _____	Posted _____	<u>Reconciliation of</u>
<u>Advance:</u>			
Expenditure Voucher & Purchasing Information Received: ____ Date: _____			
"Paid" Receipt Attached: ____	Amount: \$ _____		
Unexpended Funds Returned: ____	Amount: \$ _____		
Total Accounted For: \$ _____			
CRCNA SECRETARY'S USE ONLY-			
If not in budget, CRCNA vote/action and date: _____			