

H&I Funds Request Form

Date: _____

Name: _____

Position: _____

Address: _____

Telephone: _____

City/State: _____

Zip Code: _____

Email: _____

Description

Nature of the request and use of funds, as related to LAHIC guidelines

Expenditure Report

	Type of expenditure *	Purpose of expenditure **	Amount
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
			TOTAL \$ _____

Signature: _____

Approved by: _____

Date: _____

Check #: _____

2nd approval: _____

Date: _____

Examples: *** Type of expenditure**
Literature Fund or General Fund

**** Purpose of expenditure**
Purchase books, redo signs, bring snacks for meeting, etc.