| Name: Position:   | <b>H&amp;I Funds Request</b>  | Form                            | Date:                    |          |  |
|---|-------------------------------|---------------------------------|--------------------------|----------|--|
| Address: Telephone: Zip Code:   | Name                          |                                 | Position:                |          |  |
| City/State: Zip Code: |                               |                                 | Telephone:               |          |  |
| Expenditure Report  Type of expenditure * Purpose of expenditure ** Amount  1   | 0:: (0:: 1                    |                                 |                          |          |  |
| Expenditure Report  Type of expenditure * Purpose of expenditure ** Amount  1   | Empail:                       |                                 |                          |          |  |
| Type of expenditure * Purpose of expenditure ** Amount  1   | Description  Nature of the re | equest and use of funds, as rel | ated to LAHIC guidelines |          |  |
| 2   |                               |                                 | •                        | Amount   |  |
| 3   |                               |                                 |                          |          |  |
| 4   |                               |                                 |                          |          |  |
| TOTAL \$  |                               |                                 |                          |          |  |
| TOTAL \$  |                               |                                 |                          |          |  |
| TOTAL \$           Signature:            Approved by:          Check #:   |                               |                                 |                          |          |  |
| Approved by: Date: Check #:   |                               |                                 |                          | . \$     |  |
| Approved by: Date: Check #:   | Signature:                    |                                 |                          |          |  |
|   |                               |                                 | ate:                     | Check #: |  |
| · · · · · · · · · · · · · · · · · · ·   | 2nd approval:                 | D:                              |                          |          |  |

Examples:

\* <u>Type of expenditure</u> Literature Fund or General Fund

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