



Expense Submittal – Building and Grounds (Facilities)

Complete this form and attach invoice or receipt(s) for payment or reimbursement. Make sure the person responsible for the budget (Committee Chair) has signed the Authorized line. Place the completed form in the Administrative Assistant’s mailbox.

Date: _____

Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Account Number	Account Description	Amount
01-5257-800	Building & Appliances Repairs	
01-5259-800	Renovations, Additions	
01-5261-800	Grounds Maintenance (mowing, fertilizers, etc.)	
01-5262-800	Grounds Beautification	
01-5271-800	Building Supplies (light bulbs, kitchen supplies, etc.)	
01-5281-800	Cleaning Supplies (disinfectants, brooms, soaps, etc.)	
	TOTAL	

Details: _____

Requester’s Name: _____ Phone: _____

Authorization (Committee Chair or Treasurer)

Name: _____ Phone: _____
