

OSHER LIFELONG LEARNING INSTITUTE

Check Request

All OLLI expenditures within the approved budget will be authorized and supervised by the Director, subject to overall guidance from the Treasurer. Those who make expenditures on behalf of OLLI must have the prior approval of the Director and, in the case of expenditures falling under a standing committee, of the chair of that standing committee. The Director may grant such approvals for a continuing activity within clearly defined spending parameters.

Check Payable to: _____ Date Requested: _____

Address: _____

Phone: _____ Date Needed: _____

<u>Item or Purpose*</u>	<u>Account Category</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	\$ -

Requested by: _____

Approved by: Executive Director: _____

Committee Chair: _____

Date paid: _____ Check #: _____ Amount: _____

Please attach documentation relating to the expense including receipts, invoices or forms that need to go with the remittance, and forward to the Finance Associate.