

**OSHER LIFELONG LEARNING INSTITUTE**

**Check Request**

All OLLI expenditures within the approved budget will be authorized and supervised by the Executive Director, subject to overall guidance from the Treasurer. Those who make expenditures on behalf of OLLI must have the prior approval of the Executive Director and, in the case of expenditures falling under a standing committee, of the chair of that standing committee. The Executive 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<b>Total</b>	=====

**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, knash2@gmu.edu