

**LINCOLN HILLS NEEDLE ARTS  
REQUEST FOR EXPENSE APPROVAL**

Required for Breakout Group requesting \$50 or more,  
also for unbudgeted requests or expenditures in excess of budgeted amounts

**(Please Print)**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Group/Budget Category: \_\_\_\_\_

Description/Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit to any Board Member by the 20th of the month to be considered for following Board Meeting. Please attach all receipts to this **Request for Expense Approval** ; submit to SCLHNA Treasurer

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\_\_\_\_\_ *DENIED*  
\_\_\_\_\_ *APPROVED* by BOARD on \_\_\_\_\_

*Request Expense Approval 123022*

----- SEPARATE FORMS HERE -----

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