

LINCOLN HILLS NEEDLE ARTS
REQUEST FOR APPROVAL OF EXPENSE

Required for expense over \$50, non-budgeted requests or expenditures in excess of budgeted amounts

(Please Print)

Date: _____ Submitted by: _____

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

Description/Purpose:

_____ DENIED _____ APPROVED by BOARD on _____

Submit by the 15th of the month to be considered for following Board Meeting, please attach details..

If approved attach to **Reimbursement Voucher** & submit to Treasurer

Revised 1/2026

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

LINCOLN HILLS NEEDLE ARTS
REQUEST FOR APPROVAL OF EXPENSE

Required for expense over \$50, non-budgeted requests or expenditures in excess of budgeted amounts

(Please Print)

Date: _____ Submitted by: _____

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

Description/Purpose:

_____ DENIED _____ APPROVED by BOARD on _____

Submit by the 15th of the month to be considered for following Board Meeting, please attach details..

If approved attach to **Reimbursement Voucher** & submit to Treasurer

Revised 1/2026