

SHF NON-BUDGETED EXPENDITURE REQUEST FORM

This Form shall be completed to request funding for items that were not included in the SHF annual budget or exceed the amount approved by the Board of Directors.

The Form shall be used to request an increase in funding for an existing budgeted item or to request funding for a new project or expenditure.

NOTE: This form shall be completed and approved PRIOR to an expenditure being made.

A. Is this request for an increase in funding for an existing budgeted item?	Yes	No
B. Is this request for an item that is not included in the current	Yes	No
C. If approved, should this expenditure be added to next year's budget	Yes	No

Requestor's Name:	
Description of Request: (including why expenditure was not budgeted and why it should be made at this time) Estimated Cost, Including Recurring Cost(s):	
Date Needed:	

Please email completed form to VP Finance.