EXCHANGE
EXCHANGE CLUB OF FONTANA, CA

EXPENDITURE APPROVAL REQUEST FORM

General Membership Meeting Approval Process

APPROVAL LIMITS

- Each request must be $200 or less.
- Total expenditures approved under this process may not exceed $1,000 per fiscal year.
- Requests must be submitted for consideration and voted on at the next appropriate general membership meeting. Approval is not guaranteed.
- Submit form to treasurer@exchangecluboffontana.org

1. REQUESTOR INFORMATION

Requestor name	_____
Email / phone	_____
Date submitted	_____
Committee / event (if applicable)	_____

2. EXPENDITURE REQUEST

Requested amount (maximum $200)	$_____
Vendor / payee (if known)	_____
Requested purchase or expense	_____
Date expense is needed	_____

Describe the item or service requested and why it is needed:

_____

_____

How does this expenditure support the Exchange Club of Fontana's mission or approved activities?

_____

_____

3. SUPPORTING DOCUMENTATION

Attach or provide, as applicable:

☐ Quote / estimate ☐ Invoice ☐ Event or project details ☐ Other: _____

☐ Documentation attached ☐ Documentation to be provided before purchase/payment

Notes: _____

4. PAYMENT / REIMBURSEMENT DETAILS

Select the anticipated payment method (if known): ☐ Club payment to vendor ☐ Member reimbursement ☐ Other: _____

If reimbursement is requested, the requestor understands that **itemized receipts and supporting documentation must be submitted** and retained as applicable.

Person who will make the purchase / incur the expense: _____

5. REQUESTOR ACKNOWLEDGMENT

I certify that the information provided is accurate and that this request is for Club-related purposes. I understand that submitting this form does not authorize the expenditure; approval must be granted by a vote at a general membership meeting under the Club's adopted process.

Requestor signature	_____
Date	_____

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6. FOR CLUB USE ONLY — MEETING REVIEW AND VOTE

General membership meeting date	_____
Agenda item / minutes reference	_____
Amount presented for vote	$_____
Vote result	☐ Approved ☐ Denied ☐ Tabled
Vote tally (if recorded)	For: _____ Against: _____ Abstain: _____
Approved amount (if approved)	$_____
Motion / notes	_____ _____

7. FISCAL-YEAR TRACKING

Fiscal year	_____
Total previously approved under this process	$_____
This request amount approved	$_____
Cumulative total after approval (must not exceed $1,000)	$_____
Remaining annual allowance	$_____
Recorded by / date	_____

8. PAYMENT AND RECORDKEEPING — FOR CLUB USE ONLY

☐ Receipt / invoice received ☐ Proof of payment retained ☐ Reimbursement processed (if applicable) ☐ Records filed

Payment / reimbursement date	_____
Amount actually paid	$_____
Processed by	_____
Notes / receipt location	_____

Please submit this form to treasurer@exchangecluboffontana.org before the general membership meeting so the request can be placed on the agenda.