



**PROCEDURE FOR FOUNDATION PURCHASES AND REIMBURSEMENT**

1. Please fill out the "Authorization to Expend Funds" form. This must be presented to the Club Chair and approved before you make the purchase.
2. After you complete the purchase, please fill out an "Authorization for Reimbursement" form so you can receive payment. Attach the form and all receipts/documentation and give it to the Club Service Chair, so it may be approved for payment.
3. Once approved by the Club Service Chair and the Foundation Finance Chair, a check will be issued by the Foundation Treasurer.

**AUTHORIZATION TO EXPEND FUNDS**

**INDIVIDUAL REQUESTING FUNDS:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Fundraiser or Service Project this request supports: \_\_\_\_\_

**Itemized List of Expenditures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signature: \_\_\_\_\_

**Approved by Club Service Chair: I have reviewed the above request for funds. All proposed expenditures are eligible and within the allocated budget for this activity.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Any requests that are not within the allocated budget for this activity require further approval.\****

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Foundation Finance Chair**

\*Zonta Cheektowaga-Lancaster Foundation, Inc. is a 501(c)(3) charitable organization under the United States Internal Revenue Code. Contributions are tax deductible to the extent allowed by USA law. ID No.81-1186687