

**COAST GUARD SPOUSES' ASSOCIATION
OF SOUTHEASTERN CONNECTICUT**

FUND REQUEST FORM

Instructions: Please complete the top half of the fund request form and submit to with receipt or invoice to the Treasurer for payment. Send to:

**Christy Newell • CGSA Treasurer
925 Colonel Ledyard Highway • Ledyard, CT 06339 • (860) 381-5207**

Date: _____ Total Amount Requested: \$ _____

Make Check Payable To: _____

Send Check To (complete if check is to be mailed):

Name: _____

Company: _____

Address: _____

Type of Fund Request (please check one):

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Reimbursement | <input type="checkbox"/> Donation |
| <input type="checkbox"/> Invoice Payment | <input type="checkbox"/> Other |

Please provide a brief description: _____

Signature of Person Submitting Request

TO BE COMPLETED BY THE TREASURER:

Non-Budgeted Expense Authorization:

Less than \$50 – President may authorize

More than \$50 but less than \$250 – Executive Board Approval Required

More than \$250 and not in the budget – General Membership Vote Required

Authorization Description: _____

Fund Disbursement: _____

President / Treasurer

Date

Check#