

**Morrisdale Neighborhood Association
Expense Authorization/Voucher**



Post Office Box 1059

Eules, Tx 76039

Revised August 2017

Requested by:
Committee or Project:

Completion of this form is required for any expenditure. Forward the original copy with original receipts to the MNA Treasurer. (Keep a copy for your records.) Receipts must be attached to expense form.

Prior approval of expenditures must be obtained from the committee chairman or other MNA officer. Expenditures of \$500 or less may be approved without a co-signature; however the signature of the President or Vice-President must be obtained for approval of expenditures which exceed \$500.

The MNA budget covers a fiscal year which runs from July 1st to June 30th. Funds/money should be spent and used in the fiscal year for which the money is budgeted. Gift cards should not be purchased simply to carry over unused funds without prior approval from both the sitting MNA President and the sitting MNA Treasurer.

Description of Expense _____

Amount : \$ _____

Make Check Payable to _____

Additional Information:

I certify that the reimbursement being requested was used solely for MNA purposes :

Signature _____ Date _____

Approved by: _____ Date _____

MNA President or Vice-president if expense over \$500: _____

I will pick up check ____ Please mail check to my home address ____ Mail to vendor ____

FOR MNA TREASURER'S USE ONLY

Budget Category _____ Check # _____

Subcategory _____ Date _____

Date Delivered or mailed _____ Amount \$ _____