

# Fairfield Harbour Yacht Club

## Expense Form

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

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

Payable To: \_\_\_\_\_

Address of Payee: \_\_\_\_\_  
\_\_\_\_\_

Phone Number of Payee \_\_\_\_\_

FHYC Bridge Liaison: \_\_\_\_\_

Name and Phone # of Sponsoring Committee Chair:

\_\_\_\_\_ Initial \_\_\_\_\_

Purpose of Request:

Committees to charge/amount to charge:

Committee \_\_\_\_\_ Amount \_\_\_\_\_

Committee \_\_\_\_\_ Amount \_\_\_\_\_

Committee \_\_\_\_\_ Amount \_\_\_\_\_

Committee \_\_\_\_\_ Amount \_\_\_\_\_

Receipts / Invoices Attached?

Committee Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Bridge Liaison Approval \_\_\_\_\_ Date: \_\_\_\_\_

(Note: the person signing the "Approval" cannot be the same as the "Payable to.")

The FHYC Treasurer shall not be required to make a payment unless this form is completed. In order for the Expense Form to be considered complete, it must contain all required information, be accompanied by receipts or invoices as appropriate, and signed by the Bridge Liaison or his/her appointed designate. Email submission is acceptable, and approval by email in lieu of a signature is acceptable.

Submit Forms and Receipts to: Jim Abell, Treasurer; 906 Coral Court