Keyport Garden Club

PO Box 604 ~ Keyport, NJ 07735
KeyportGardenClub@gmail.com

COMMITTEE BUDGET REQUEST FORM

REQUEST DATE: _____

COMMITTEE: _____

COMMITTEE CHAIRPERSON (S): _____

EMAIL: _____ CELL: _____

PLEASE SUBMIT BUDGET REQUEST BY NOVEMBER 1ST

WE ARE REQUESTING THE BUDGET FOR _____CALENDAR YEAR. AMOUNT OF $_____

DO YOU KNOW APPROXIMATLY WHAT YOUR COMMITTEE SPENT LAST YEAR? (DON'T WORRY IF YOU DON'T) $_____

OUR COMMITTEE NEEDS THE BUDGET TO COVER EXPENSES FOR THE ITEMS/TRIPS LISTED BELOW. YOU ARE NOT REQUIRED TO BE EXACT ON YOUR ESTIMATION, AS CLOSE AS POSSIBLE. ONCE BUDGET IS APPROVED YOU WILL NOT BE REQUIRED TO ASK THE BOARD TO APPROVE EXPENDITURES. HOWEVER, YOUR COMMITTEE WILL NEED TO APPROVE THEM. ONCE APPROVED YOUR COMMITTEE CAN DRAW FROM YOUR BUDGET THROUGHOUT THE YEAR. IF ADDITIONAL FUNDS OVER YOUR BUDGET ARE REQUIRED YOU WILL NEED TO FILL OUT ANOTHER COMMITTEE REQUEST FORM.

DATE	ITEM	APROXIMATE COST

DATE	BOARD APPROVAL	BUDGET APPROVAL AMOUNT	BUDGET SENT TO COMMITTEE & DATE

PAGE TWO OF BUDGET REQUEST FORM

COMMITTEE: _____

DATE	ITEM	APROXIMATE COST