CARIBBEAN AMERICAN FOR COMMUNITY INVOLVEMENT In Florida, Inc.

Cultural Diversity • Volunteerism • Health Awareness • Community Outreach
Youth Development • Educational Assistance

EXPENSE & DISBURSEMENT REQUISITION FORM

PAYEE: _____ DATE: _____

PROJECT NAME: _____

QUICKBOOKS ACCOUNT #	DESCRIPTION (INCLUDE INVOICE # AND ORIGINAL BILL)	AMOUNT
		$
		$
		$
		$
		$
		$
		$
		$
	TOTAL	$

(Amounts of $1,000.00 and over require 3 signatures)+

EXPENSE TYPE: [ ] OPERATING
[ ] PROGRAM

APROVED BY: _____ DATE: _____
COMMITTEE CHAIR

APROVED BY: _____ DATE: _____
COMMITTEE TREASURER

BELOW FOR OFFICE USE ONLY

Attached: [ ] Invoice [ ] Budget Approval

Approval Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Check No.: _____ Account Number: _____