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| Expense Description |  | Amount |  | *FOR OFFICE USE ONLY BUDGET ITEM* |
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Requested by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

Approved by:

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Treasurer Check Number Date

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President

(Not needed for routine business)