



TRIO New Mexico
Expenditure Request Form

PLEASE NOTE: Requests must be submitted prior to 30 days when funds are needed. The Finance Committee will review the proposal and will determine whether to make a recommendation to the TRIO NM Board. Request must be accepted by the TRIO New Mexico Finance Committee and the Executive Board.

For documentation purposes and accountability, the appropriate receipts must be presented if funds are approved. Failure to submit receipts, invoices and the correctly completed form in a timely fashion could result in revocation of privileges.

Applicant Information

Committee/Officer: Requested by:

Program and Institution:

Total Amount Requested: Budget Line Item:

Funds needed by:

Expense Purpose/Rationale:

Four horizontal lines for writing the expense purpose and rationale.

Signature:

Submission Date:

FINANCE COMMITTEE ONLY

Approval Request

Status of Request: [] Approved [] Denied

Approved Amount: Date of Approval:

Finance Chair's Signature Date

Treasurer's Signature Date

President's Signature Date

TREASURER ONLY: [] Hand-Delivered [] Mailed [] Posted to Account
Voucher #: Date: Initials: