

MORALE FUND EXPENDITURE FORM

Fill in UNSHADED areas ONLY. See Instructions at bottom of page.

1	Make Check Payable to:		Check Amount Total this page
	<i>Address</i>		
	<i>Phone</i>		
	<i>ATTN:</i>		

2	Requested By		Request Date	
	Invoice Date/ Date Needed		Invoice #	Department

3	Item Description	Qty	Unit Cost	Total	G/L Code

For Authorization and MWR Accounting Department Use ONLY.					
Date Posted	Check #	PO #		Amount	Account
Mailing Information			Authorizing Signature and Date		
Date Mailed		Certified/Overnight	Mark Marchione		

4	Receiving Signature and Date
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Instructions
<ul style="list-style-type: none"> a. Fill in parts 1, 2 and 3. PLEASE PRINT! b. Attach paperwork and submit for authorization. c. Person receiving check signs part 4.

Remember, receipts for Expenditures are due at the MWR office within five days!