

# Request for Funds/ Pre-Approval of Expenditure



Friends of Ivanhoe  
P.O. Box 39985 • Griffith Station • Los Angeles, CA 90039-0985

**DATE:**

**PERSON SUBMITTING FORM:**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b>MAKE FOI CHECK TO:</b>	<b>MAIL CHECK TO (if applicable):</b>	<b>Date Check is Needed:</b>

Item Description, including school event/activity to which this expense is related. (Attach support)	Amount

All support for your request should be attached to this form. In addition, the chairman of the committee of the event to which this request is related should be aware of the request being submitted. The school event to which the request is related (such as the IvanHoeDown or Book Fair) must be included so we can accurately book the expense.

Drop off the completed form in the FOI mailbox in the office. The FOI Treasurer will contact you once the request has been processed.

<p><i>APPROVALS:</i></p>  <hr style="border: 0.5px solid black;"/> <p>FOI Board President's or Treasurer's Approval</p>	<p><i>FOI OFFICE USE ONLY:</i></p> <p>Check No.: _____</p> <p>Date Paid: _____</p>
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