

**HINGHAM MASSACHUSETTS STAKE
EXPENDITURE REQUEST**

SUBMISSION DATE:

SUBMITTING INDIVIDUAL:

FUNDS USED FOR:

AMOUNT REQUESTED:

RECEIPTS ATTACHED: YES NO

CHECK TO BE: MAILED PICKED UP

MAKE CHECK PAYABLE TO:

MAIL CHECK TO:

ORGANIZATION TO BE CHARGED:

AUXILIARY LEADER APPROVAL:

HIGH COUNCIL APPROVAL:

STAKE PRESIDENCY APPROVAL:

Note: Sales tax exemption certificates are available from the Stake Financial Clerk. If you do not have a receipt for an expenditure, please list the information on a separate piece of paper to include quantity, unit cost, and total cost. Please ensure you have all required signatures prior to submission for payment.

CHECK #:

DATE CHECK WRITTEN: