

Mountain Springs Ranch POA

Expense Reimbursement Request

Note: All expenses must be approved by associated committee chairperson. Committee chairs may approve discretionary expenditures up to \$500, provided such expenditures have been specifically approved in the annual operating budget, and emergency expenditures up to \$1000. Emergency expenditures are defined as those that must be made immediately to protect the health and safety of our residents. All expenditures greater than \$2,000 must be approved by the Board within a meeting

Committee _____	Date _____
Amount requested _____	Account _____
Requested by _____	
Check payable to _____	
Expenditure _____	
description & _____	
justification _____	

Committee Approval _____	Signature
Board Approval _____	Signature

Attach receipts: