

MOUNTAIN SPRINGS RANCH PROPERTY OWNERS ASSOCIATION

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 \$1,000. 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 of Directors within a meeting.

Committee _____ Date _____

Amount Requested _____ Account _____

Requested By _____

Expenditure Description and Justification _____

Check Payable to _____

Mail Check to this address _____

Committee Approval _____ Signature _____

Board Approval _____ Signature _____

Attach Receipts