

# Nonprofit Board Expense Authorization Form

Date

Name of Requestor

Department / Committee

Purpose of Expense

## Expense Details

Description	Date	Amount	Vendor / Payee	Account / Budget Line
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
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<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Total Amount

Payment Method

Additional Notes

## Authorization

Requestor Signature

Date

Board Member Authorization

Date