

MEMORANDUM

Est. 1977

TO: All GWRRA National & Regional Officers  
FROM: Paul Hildebrand & Mike Wright  
RE: Corporate Expense Pre-authorization

Increased requests for expense authorizations and the need for proper accounting make it necessary to implement the attached form. Please utilize this form for all expenses to include: air travel, lodging, car, etc. It should also be understood that these requests need pre-approval or they will not be paid.

We repeat, **no pre-approval, no reimbursement.** The current degree of “surprises” makes it absolutely impossible to anticipate or budget our growing requests.

This form can be faxed or mailed. You will receive an approval via e-mail, fax or mail. Thank you for your cooperation and understanding!



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Paul Hildebrand  
Mike Wright



# CORPORATE EXPENSE AUTHORIZATION

**PLEASE PRINT**

I request the below purchase:

1. Description of Item(s) needed:

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2. Business Purpose: \_\_\_\_\_

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3. Suggested Vendor(s) (name, address, phone #): \_\_\_\_\_

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Budget/Division to be charged: \_\_\_\_\_

**Approx. Amount: \$** \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_ (please print)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

\_\_\_\_ Fax    \_\_\_\_ E-mail    \_\_\_\_ Mail

Date Sent: \_\_\_\_\_ By: \_\_\_\_\_

