

Memorandum

To: GWRRA National and Region Officers

From: Melissa Eason

Date: September 22, 2009

Subject: **Corporate Expense Pre-authorization**

Proper accounting of GWRRA expenses makes it necessary to implement the attached Corporate Expense Authorization form. Please utilize this form for all expenses to include: air travel, lodging, car, etc. It should be understood that these requests need pre-approval or they will not be paid.

We repeat, **no pre-approval, no reimbursement**. We must be able to anticipate and budget our future needs.

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



Melissa Eason

CORPORATE EXPENSE AUTHORIZATION

PLEASE PRINT

I request the purchase below:

1. Description of item(s) needed:

2. Business Purpose:

3. Suggested Vendor(s) (name, address, and phone number)

Budget/Division to be charged: _____

Approximate Amount: \$ _____

Submitted By: _____
Signature (Please Print Name)

Date: _____

Approved By: _____ Date: _____

For Office Use Only

_____ Fax _____ Email _____ Mail

Date Sent: _____ By: _____