**Request for Expenditure**



|  |  |
| --- | --- |
| Name of Committee: | |
| Community Facility Name and Address: | |
| Description of service / work / asset required: | |
| Is the work to be carried out by:  ❑ Committee ❑ Contractor ❑ Other: | If work is to be done by a contractor, is this contractor registered on Council’s VENDORPANEL System?  ………………………………………………………………………. |
| Contact Details: | |
| Date submitted: / / | |
| Signature and designation of Committee member: | |
| Date Approved by Council: / / | |
| Signature and designation of Council member: | |

**COMMUNITY FACILITY – Committee request to spend money over $5,000**