**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**