



Expense Submittal – Building and Grounds (Facilities)

Complete this form and attach invoice or receipt(s) for payment or reimbursement. Make sure the person responsible for the budget (Committee Chair) has signed the Authorized line. Place the completed form in the Administrative Assistant’s mailbox.

Date: _____

Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Account Number	Account Description	Amount
01-5255-800	Maintenance & Repairs	
01-5261-800	Grounds Maintenance (mowing, fertilizers, etc.)	
01-5262-800	Grounds Beautification (plants, mulch, pavers, etc.)	
01-5271-800	Building Supplies (light bulbs, HVAC filters, ballasts, etc.)	
01-5281-800	Cleaning Supplies (cleaners, trash bags, toilet paper, etc.)	
01-5258-800	Major Replacement	
	TOTAL	

Details: _____

Requester’s Name: _____ Phone: _____

Authorization (Committee Chair)

Name: _____ Phone: _____