

WPA Area 60
Request for Advance Funds

NAME: _____ **DATE:** _____

POSITION: _____

AMOUNT OF ADVANCE REQUESTED: _____

ADVANCE IS TO BE USED FOR:

Item G under Area 60 WPA Financial Guidelines, approved by vote of the Area 60 Assembly on October 20, 2013, states:

Area Officers, Appointed Officers and Appointed Service Coordinators and Ad Hoc Committee chairs may use their budget as needed for service in good faith. The Area Chair and Treasurer may consult with individual trusted servants if it seems that their budget is being consumed too quickly, as adjustments in spending habits, or to the budget, may be necessary. Funds advanced, when needed, are to be for specific listed purpose, i.e. mailing the minutes, and receipts showing the amount spent must be submitted within a reasonable period of time, not to exceed two months. No further advances will be made until the previous advanced funds are accounted for.

Check Issued Amount _____ **Check #** _____ **Date** _____

Receipts Returned Date _____