

FAIRFIELD HARBOUR YACHT CLUB EXPENSE FORM Date: _____

Amount Requested: _____

Payable to : _____

Address of Payee: _____

Phone Number of Payee: _____

FHYC Bridge Liaison: _____

Name and Phone # of Sponsoring Committee Chair:

_____ Initial _____

Purpose of Request:

Committees to charge/amount to charge:

Committee: _____ Amount: _____

Committee: _____ Amount: _____

Committee: _____ Amount: _____

Committee: _____ Amount: _____

Receipts/Invoices Attached?

Chair or Liaison Approval: _____ Date: _____

(Note: The person signing the "Approval" cannot be the same as the "Payable to".)

The FHYC Treasurer shall not be required to make a payment unless this form is completed. In order for the Expense Form to be considered complete, it must contain all required information, be accompanied by receipts or invoices as appropriate, and signed by the Committee Chair or the Bridge Liaison or his/her appointed designate. Email submission is acceptable and approval by email in lieu of a signature is acceptable

Submit Forms and Receipts to: Russell Robinson,
905 Spar Court