**PROJECT EXPENSE NOTIFICATION FORM**

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| **Projects with financial implications for the Chapter must be approved by the Leadership Council prior to implentation. No monies will be paid to vendor nor reimbursed to member without prior budget approval.** |
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| **Project Name** |  |
| **Project Description** |  |
| **Project Manager (PM)** |  |
| **PM Email & Phone** |  |
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| **Instructions: In the absence of firm figures, the PM will estimate costs, being specific about the components if the project is comprised of bits and pieces. Indicate criteria for payment and when monies are due to the vendor.** |
| **Budget Request** |  |
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| **Payment Date(s)** |  |
|  |
| **Vendor**  |  |
| **Vendor Contact** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |
| **Website** |  |
| **PM Notes** |  |
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| **Treasurer Notes** |  |
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