

New Mexico Elks Assn.

A requisition is required before any expenditure will be reimbursed. You must use a separate requisition for each check to be issued. Any out of budget expenses must be approved by the State Trustees. Please allow approximately two weeks for payment.

Send the completed requisition, with all pertinent receipts, to the NMEA State Treasurer after approval by the cognizant Committee Chair. District Chairs should forward to State Chair for approval before sending to the Treasurer.

Date: _____ Amount: _____ In Budget__ Out of Budget __

Make check payable to: _____

Address: _____

Committee to be charged:

All State Team Travel	Elks Training Program	Fundamental Business Expense
Americanism	Leadership Development Seminar	Protocol
Auditing	Grand Lodge Convention	Ritual
C&B Trust	Hoop Shoot	Ritual Shootout
Cerebral Palsy	Internet Operations	Scholarship
Convention Pins	Membership	Scouting
Drug Awareness	Lodge Development	State Convention
Elks National Foundation	Dictionary Program	Youth Activities
Elks National Foundation Awards	All State Team Travel	Veterans Service Comm
Government Relations	Special Charity Projects	

Other (explain):

Purpose of expenditure: _____

Approved by (Committee Chair): _____

Budget Tracking:

Initial Allocation/ Balance Forward: _____

This expenditure: _____

Remaining Balance: _____