

Committee Annual Budget Request Form

Use one form per committee, per budget year. Submit the completed form to the BCMG Treasurer or Finance Chair by October 31.

1. COMMITTEE INFORMATION

Budget year:

Account number:

Committee name:

Committee chair:

2. ITEMIZED EXPENDITURES

Please list each expenditure to the best of your ability, and describe what each amount will be used for.

Description / Purpose of Expense	Amount Requested
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

3. CERTIFICATION AND SIGNATURE

I certify that the information provided is complete and accurate to the best of my knowledge and that the requested funds are for legitimate committee-related expenses. Committee Chair signature is required.

Committee Chair signature	Date
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4. SUBMISSION / REVIEW

Completed forms may be emailed or printed and turned in in person.

Finance Chair review	Date
Treasurer review	Date