Harris Road Housing Co-Operative
19225 119 Avenue, Pitt Meadows, BC V3Y 2B2
Phone: 604-465-1938

COMMITTEE FUND REQUEST

This form is to ensure committees are submitting their project and general committee fund use to the BoD, as funds have to be spent appropriately, with accountability, throughout each and every aspect of the Co-Op.

Please be sure that your proposed expenditures are in compliance with the committee policies and procedures. You will be required to provide a copy of your committee minutes, to ensure that these requested funds have been approved through the committee.

Date of request: _____

Name of Committee: _____

Requesting funds for (a): _____

Details of the expenditure: _____

PROJECTED COSTS:

Item	**Cost**	**Location of purchase** (Home Depot, Rona, etc.)	**Method of purchase** (member purchase & submit receipt, co-op account, Associa purchase, etc.)

Total Projected Cost: _____

Be sure to attach a copy of your committee minutes to verify that your request is approved by the committee

FOR BOARD OF DIRECTORS USE:

Date of BoD meeting where this matter was reviewed: _____

BoD decision: Approved Rejected Approved with the following changes:

_____