



****No actions are to be taken until approved****

Event:	Budget:
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Event Date	
Event Time	
Event Location	
Event Cost	

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Projected Expenses	Cost

To Do List:

Contacts	Phone Number/Email

Note: This form must be submitted 30 days before event the GHSA President. Cash Box Request are to be submitted at least 1 week prior to event. Expenses should be submitted within 2 weeks of purchase. All final expenses are due within 1 week after event. Form can be emailed to GHSAinquiries@gmail.com.

Form Completed by: _____ **Today's Date:** _____

GHSA President Signature for Approval: _____ **Date:** _____