

# Treasury Notes

No checks will be issued for any reason without written notification. If you need to request funds for an event, notify the treasurer in writing by mail or e-mail at least two weeks in advance of the date.

For a major event such as Festivals, the following information will be needed:

1. Submit a **Request for Funds** form stating which event, and **have it approved and signed by the chairperson.** It is the chairperson's responsibility to remain within the approved budget, and all requests need to come directly from that chairperson.
2. Co-workers will need to submit all requests for reimbursement of funds directly to the chairperson with receipts attached. **Please include your name and the event on all receipts.**
3. The chairperson should submit all requests in one packet no later than two weeks following an event, so that all expenses are reported on one budget report at the end of the month.
4. Please submit a list of the judges' names and the total number of checks that will be needed on the day of the event. Please allow adequate time to coordinate this in advance.

For General Budget requests, please submit the expenditure receipts attached to a **Request for Funds** form with your name and address on the form. Please write your name on every receipt.

Mail or email your request to:

Nora W. Martin  
1193 Hurst Park Court  
Lawrenceville, GA 30043-4099  
Email: [wolf1193@bellsouth.net](mailto:wolf1193@bellsouth.net)  
Phone: 770-822-2013

## Request for Funds

Date needed: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_ NFM C \_\_\_ Fall Festival \_\_\_ Ensemble \_\_\_ GMTA Auditions \_\_\_ Jr/Sr Auditions  
\_\_\_ General Budget \_\_\_ Other (explain: \_\_\_\_\_)

Issue \_\_\_ check or \_\_\_ cash to: \_\_\_\_\_

For (circle one and explain: expense/deposit): \_\_\_\_\_

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Requestor's phone or email: \_\_\_\_\_