**HCC Requisition Request Form**

**Date:**

**Expenditure Details:**

1. **Description of Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item/Service | Purpose | Vendor | Budget Line Item | Price |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | TOTAL: $ |

1. **Justification for Expenditure**
	* Why is this expenditure necessary? How does it benefit the community/HCC?
2. **HCC Roll Call Vote Result**

**Date:**

**□** Approved

**□** NOT Approved

**Additional Notes/Comments:**

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HCC Treasurer HCC Chairperson