

SPECIAL EVENT REQUEST
TO
BOARD OF COUNTY COMMISSIONERS

(BOARD APPROVAL IS NECESSARY TO PROCESS PAYMENT)

DATE: _____

COUNTY DEPARTMENT: _____

EVENT: _____

WHEN: _____

WHERE: _____

PURPOSE/BENEFIT: _____

PURCHASE ORDER# OR REQUISITION #	BREAKDOWN OF EXPENSES	AMOUNT REQUESTED
Please detail below food and all related items, or any other proposed expenses which is "unusual or not typical of a public expenditure."		
TOTAL AMOUNT REQUESTED \$		

(SIGNATURE)

REQUEST APPROVED BY: _____

(SIGNATURE)