**ORWA Internal Expenses**

**[ Employee Position ]**

**[ Employee Name ]**

|  |  |  |
| --- | --- | --- |
| **Date** | **Item** | **Amount** |
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**Receipts for all of the above expenditures are attached:\_\_\_\_\_\_**

**I solemnly swear that the above is true, accurate, and was incurred using my program specific credit card, but should be expensed internally rather than through my program.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:**

This form should be used whenever you use your program specific card to make purchases on behalf of ORWA rather than your program so that we know to expense them internally.

This form must be filled out whenever you are making Internal Expense will your program specific credit card.

Examples include:

1. Purchasing fuel or paying for services on for the ORWA Truck.
2. Purchasing items for Raffles or ORWA Events, Staff Meetings, etc.
3. Purchasing anything that is meant to be used at or for the office.

If you are unsure, ask the Executive Director.