



Middle Atlantic Budget Variance Request Form

This Budget Variance Request Form is to be completed by the appropriate Committee Chair/Board Member and submitted to the Executive Director/Finance Vice Chair for review within three weeks of a Board meeting.

Please fill out the information below and include as much detail relating to the cost of the request that is above your committees approved budget for the Fiscal Year. An estimate is acceptable.

If you have any questions, please reach out to the Executive Director

Program, Event, or Expense Item: _____

Detail of Anticipated Costs (please include as much information as possible. An accurate estimate of costs is required):

Name of Committee Chair/Board Member requesting Variance:

Name of Committee:

Please submit your Budget Variance Request to the Executive Director for discussion and review. This Budget variance request will be reviewed and discussed with the Finance Vice Chair prior to submission to the Board of Directors for Approval.

Reviewed and Discussed by Executive Director

signature

Reviewed and Discussed by Finance Vice Chair

signature

Date of Request

Board Meeting Date

Decision by Board