

**Knights of Columbus**  
 Bishop Ruocco Council, #9275  
 P.O. Box 65 Chelmsford, MA 01824-0065

**Request for Disbursement Approval**

Request – to be filled out by Requestor: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Payee Name: \_\_\_\_\_ Payee Address: \_\_\_\_\_

Service(s) Performed:  
 \_\_\_\_\_  
 \_\_\_\_\_

Disbursement – to be filled out by Treasurer

Account(circle one): Business or Charity      Check Number: \_\_\_\_\_

Budget Categories:

Business Account: Support K of C Organization		Business Account: Annual Events			Charity Account
<i>Council Operations</i>	<i>State</i>	<i>Council Events</i>	<i>Christmas</i>	<i>July 4th</i>	<i>Special Needs</i>
Advertise: 4th Degree	State/Advertising	Anniversary Dinner	Cards&Magnets(KCIC)	Booth	Prom
Bank Fee	State/Boston Chapter	Bean Supper	Children's Party	Float	Special Olympics
Buildings & Grounds	State/GK Convention	Council Roast	Wreaths	Parade	State
Collation	State Charity Grant	Golf Tournament	Church	Special Needs	Coats For Kids
Degree Team / Kits	State Charity Ball	Family of the Month	Bible School	Bowling	Other
Dues	State Leadership Pgm	Free Throw Contest	Blue Mass	Fair	Charity Donation
FS Expenses	State Per Capita	Installation	Church Serve Awards	Sponsorships	Donation w Dues
GK Expenses	State Raffle	Knight of the Year	Priests' Gifts	Golf Tournament	Memorial
Knights' Apparel	State Wheelchairs	Ladies Night	SeminarianSupp RSVP	Scholarship Gorham	
Membership Drives	Supreme	Mass-Remembrance	Sick and Vigil	Tootsie Roll® Drive	
Newsletter	Supreme Advertising	Night of Reflection		Assembly Ad	
P.O. Box Rental	Supreme CultureofLife	PGK/Trustee Plaque			
Transfer	SupremeFoodProgram	Social Nights			
Unbudgeted Items	Supreme Per Capita	T-shirt Program			
		Vendor Fair			

Approval – to be filled out by Board of Directors

Grand Knight: \_\_\_\_\_ 2<sup>nd</sup> Year Trustee: \_\_\_\_\_

3<sup>rd</sup> Year Trustee: \_\_\_\_\_ 1<sup>st</sup> Year Trustee: \_\_\_\_\_