



# APPENDIX C

## APPLICATION FOR USEA AREA NON-BUDGET EXPENSE EXCEPTION

Request Date: \_\_\_\_\_

USEA Area: \_\_\_\_\_

Budget Year: \_\_\_\_\_

Fund:  Admin       Adult Rider       Young Rider

Exception Amount: \$ \_\_\_\_\_

Exception Description:

Exception Justification:

Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

Availability of Funds Verified By Area Treasurer:  Yes       No

Area Treasurer Signature: \_\_\_\_\_

Approval Required By:  Area Treasurer (non-budget expense up to \$100)  
 Area Chair (non-budget expense up to \$500)  
 Area Council (non-budget expense over \$500)  
 USEA CEO (non-budget expense over \$2,000)

Approved By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_