NTKA Approval for expenditure over $500

Use this form when purchasing an item, or items exceeding the $500 limit as set by the NTKA. (see the Financial Accountability Policy – procedures for Treasurer)

Kindergarten _____

Application being made by _____ Position _____

Please provide a brief description of the items for expenditure – include quote(s), plans, specifications - full supporting documents

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Signed _____ (Applicant)

Date _____

Approved/ Declined _____ (Association Manager)

Date _____

Comments

NTKA Office Use

Approved Declined

AM _____
ST _____
FO _____

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