



# HOUSTON ASSOCIATION OF LEGAL PROFESSIONALS MONEY MOTION

NOTE: This form is (1) for use in reimbursement or payment of income-budget expenses not previously approved by the board and (2) for expense-budget expenses exceeding the established budget limit. The original money motion (with invoice or backup material attached) is to be submitted to the treasurer for processing with copies as noted below.

NOTE 2: If check is to be mailed, attach addressed envelope. If check is to be mailed but there is no envelope attached, the check will be given to the Requestee/Payee at the next meeting attended by the Requestee/Payee.

*I move that a check be issued [in the amount of \$\_\_\_\_\_ or in an amount not to exceed \$\_\_\_\_\_] payable to \_\_\_\_\_*

\_\_\_\_\_  
(Signature of Member)

**SECONDED:** \_\_\_\_\_

**EXPLANATION:** \_\_\_\_\_

**PASSED:** \_\_\_\_\_

**BOARD MEETING OF:** \_\_\_\_\_

|   |  |
|---|--|
| <b>BUDGET CHARGED</b>                                       |  |
| <b>GIVE CHECK TO</b>  |  |
| <b>FOR USE BY PRESIDENT, PARLIAMENTARIAN, AND TREASURER</b> |  |
| <b>APPROVED BY PRESIDENT (INITIALS AND DATE):</b>           |  |
| <b>APPROVED BY PARLIAMENTARIAN (INITIALS AND DATE):</b>     |  |
| <b>PROCESSED BY TREASURER (INITIALS):</b>                   |  |
| <b>CHECK DATED:</b>   |  |
| <b>CHECK NUMBER:</b>  |  |

Original to:                   Treasurer  
 Copies to (9):               President  
                                       Parliamentarian  
                                       File copy  
 Email to other officers