

NMLA BUDGET ENCUMBRANCE REQUEST

To: NMLA TREASURER

Date: _____

From: _____

Name of Unit in Budget: _____

I vouch that the following approved and budgeted NMLA expenditure will be made by June 30 of the current fiscal year, but that I may not possess the invoice/receipt in order to request payment until soon after June 30 and must thus encumber such funds.

Amount of Encumbrance: \$ _____

Submitted by: _____
(authorized signature)