M E M O R A N D U M

(date)

To: Governor’s Emergency Relief Fund Committee

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LTRC

Re: Funding Exception Request

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LTRC is requesting approval to spend   
  
|$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ additional Fund monies on behalf of (client name).

Please write a brief summary describing the purpose of the original $12,500 approved amount:

Then explain the need for additional expenditures:

APPROVED:

Chair Date

Governor’s Emergency Relief Fund Committee