	F&A Only	
Department of Corrections	EBTFLog #:	
Employee Benefit Trust Fund	Check #:	
EBTF Expenditure & Check Request	Check Date:	
Institution:		
Expenditure Request:	page_	of
	Construction	
Event: Equipment: Charitable/Community Appliances		-
Charitable/Community Appliances Employee Appreciation Fitness	Improvements Major	_
	Renovation	-
Family Repair	Renovation	_
Holiday Supplies Morale Other	Other	_
Retirement	Other	
Training		
Other		
Justification/Description:	Date of Event:	
	Date of Event:	
Latimated Amounts		
Estimated Amount:		
Estimated Amount:	(if more space is need pleas	se add attachment)
		se add attachment) Staff / Family
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