

San Francisco Bay Area Chapter est.1924

 **Check Request Form**

**Request Information**

Request Date:

Requestor Name:

Requesting Committee:

Expense Category (see below):

Description of expense:

**Check Information**

Check Amount (please attach receipts for reimbursements):

Check Payable To:

For PayPal payment, email address:

For mailed check, mailing address:

Additional Instructions:

**All reimbursement requests must be submitted within 30 days of the event.**

**Forward completed form to:**

Grace Kim

eunboo@gmail.com

**Available Categories:**

Income reporting categories are mandated for all chapters at the national level. Categories are assigned to committees, and where necessary, committee subcategories are created to allow the categories to be split among committees.

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| **Income Categories** | **Assigned Committee** |
| Advertising Income | Sponsorships |
| Contributions | Sponsorships |
| Dues Allotment | President-Elect (Membership) |
| Interest Income | Treasurer |
| Meeting Income |  |
|  Annual Meeting Reception | President-Elect |
|  New Member Reception | President-Elect (Membership) |
|  Professional Development | Programs |
|  Programs | Programs |
|  Tours | Programs |
| Miscellaneous Income |  |
|  Jobline | Jobline |
| Sponsorships | Sponsorships |
|  |  |
| **Expense Categories**  | **Assigned Committee** |
| Bank Charges | Treasurer |
|  Credit Card Charges | Treasurer |
|  Other Bank Charges | Treasurer |
|  PayPal Fees | Treasurer |
| Communications | Programs |
| Software | Technology |
| Meeting Expense |  |
|  Annual Meeting Reception | President-Elect (Membership) |
|  Board and Committees | President |
|  New Member Reception | President-Elect (Membership) |
|  Nominating | Nominating |
|  Past President | Past President |
|  President | President |
|  President-Elect | President-Elect |
|  Professional Development | Programs |
|  Programs  | Programs |
|  Strategic Planning | President |
|  Tours | Programs |
| Miscellaneous Expense |  |
|  Awards | Past President |
|  President - Gifts | President |
|  President-Elect | President-Elect |
|  |  |
| **Expense Categories**  | **Assigned Committee** |
| Postage & Supply |  |
|  Archives | Communications |
|  Jobline  | Jobline |
|  Listserv/Reflector | Listserv/Reflector |
|  Membership | President-Elect (Membership) |
|  Nominating | Nominating |
|  Past President | Past President |
|  Strategic Planning | President |
|  Treasurer | Treasurer |
|  Sponsorships | Sponsorships |
|  Web | Web |
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