



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.

<u>Income Categories</u>	<u>Assigned Committee</u>
Bulletin Advertising Income	Sponsorships
Contributions	Sponsorships
Dues Allotment	President-Elect (Membership)
Interest Income	Treasurer
Meeting Income	
Academic Relations	Academic Relations
Annual Meeting Reception	President-Elect
Government Relations	Government Relations
New Member Reception	President-Elect (Membership)
Professional Development	Professional Development
Programs	Program
Tours	Tours

Miscellaneous Income	
Jobline	Jobline
Sponsorships	Sponsorships

<u>Expense Categories</u>	<u>Assigned Committee</u>
Bank Charges	Treasurer
Credit Card Charges	Treasurer
Other Bank Charges	Treasurer
PayPal Fees	Treasurer
Bulletin - Advertising	Bayline
Bulletin - Non-Advertising	Bayline
Bulletin Software	Bayline
Meeting Expense	
Academic Relations	Academic Relations
Annual Meeting Reception	President-Elect (Membership)
Board and Committees	President
Government Relations	Government Relations
Hospitality	Hospitality
Networking	Networking
New Member Reception	President-Elect (Membership)
Nominating	Nominating
Past President	Past President
President	President
President-Elect	President-Elect
Professional Development	Professional Development
Program	Program
Strategic Planning	Strategic Planning
Tours	Tours
Miscellaneous Expense	
Awards	Past President
President - Gifts	President
President-Elect	President-Elect

<u>Expense Categories</u>	<u>Assigned Committee</u>
Postage & Supply	
Archives	Archives
Bulletin	Bayline
Hospitality	Hospitality
Jobline	Jobline
Listserv/Reflector	Listserv/Reflector
Mail Box Rental	Mailing
Mailing Committee	Mailing
Membership	President-Elect (Membership)
Networking	Networking
Nominating	Nominating
Past President	Past President
Public Relations	Public Relations
Strategic Planning	Strategic Planning
Treasurer	Treasurer
Sponsorships	Sponsorships
Strategic Planning	Strategic Planning
Web	Web