Authorization for Disbursement

Requester:

Date	Item Description and Purpose	Amount	Actg Code
Notes	SUBTOTAL		
	ADJUSTMENTS		
	TOTAL		

Check Information

PAY TO:		CHECK #:	
ADDRESS:		DATE:	
		AMOUNT:	

Authorization Signatures

Committee Chair		Officer	

INSTRUCTIONS

1. Complete this form for **each** check being requested.
2. Print your name in the Requester box.
3. List the date, description and amount for each receipt to be reimbursed. Or,
4. List the date needed, description and amount for purchase quotes.
5. Total all amounts and make any necessary adjustments (note why).
6. Fill in the PAY TO box with the name of who the check is to be written to.
7. Fill in the payee's address **only** if you want the check to be mailed.
8. Have the Committee Chair sign the approval.
9. If the payee is the Committee Chair or an officer, have another officer sign.
10. Make sure you put all receipts or purchase quotes in the envelope.
11. Submit this package to the Treasurer or Finance Committee.

Notes

PRINTING AND ASSEMBLY INSTRUCTIONS

1. Print out on letter-size or A4 paper, telling Acrobat NOT to scale. Some cut-off is normal.
2. If you are going to hole punch the envelope, it may be easier to make the vertical folds, use your hole punch and then cut it out as instructed below.
3. Cut out sections marked by scissors, slightly inside the lines.
4. Fold envelope along dashed lines.
5. Glue insides of fold-over tabs with dry glue stick (all except top) and adhere. Flatten and smooth.
6. Using your punch, create holes as usual. Use the "+" marker as an indication of the center hole if needed.