



To be completed by Finance:	
Check No.	
Date Issued:	
Amount:	
Mailed:	Delivered:

DATE: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

PROGRAM/EVENT: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP CODE: \_\_\_\_\_

List each expense item separately:

	Vendor	Purchase Details & Reason for purchase	Budget Line Item	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total Expenses</b>			\$ -
	Less: Cash Advance (attach Cash Advance Form)			
	<b>Total to be reimbursed or submitted to the chapter (circle one)</b>			<b>\$ -</b>

**Approved By:**

Committee Chair/Co-Chair \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_