

This form should be used to request payment from IASFAA to a third-party vendor. This form should be received by the current IASFAA Treasurer within 30 days of receiving the third-party billing statement. In order to ensure timely payment to the vendor, be sure to include all relevant documents when submitting.

Please charge to the following Committee:						
Date(s) of Activity:	Begin:		End:			
Purpose/Place of expense:						

Expense Breakdown (please attach invoices and/or other documentation)

Expense Description	Vender Name	Amount of Expense	Comments, if any
Total of Check Request			

Make Check Payble to:	
Name	
Street Address	
City, State, Zip	
Expense form submitted by	Date:
Committe	2:
Expense lin	2:

Approved by Committee Chair: Date:

Return completed form to:

Ryan Zantingh IASFAA Treasurer Drake University 2507 University Avenue Des Moines, IA 50311 Email: ryan.zantingh@drake.edu Fax: 515-271-4042

Account (Committee)

Association Representation Association Representation Association Representation Association Representation Association Representation Association Representation Awards Community Outreach **Community Outreach** Community Outreach **Community Outreach** Community Outreach Delegates **Electronic Services Executive Council Executive Council Executive Council Executive Council Executive Council Exhibitor Relations** Finance Committee Finance Committee **Finance Committee** Finance Committee Finance Committee Finance Committee Finance Committee **Finance Committee** Finance Committee Long Range Planning Professional Development Professional Development Professional Development Professional Development **Professional Development** Professional Development

Expense Line

General Association Travel **Conference Registration** MASFAA Leadership NASFAA Leadership Postage/Printing General General Meals Postage/Printing Sponsorship/Advertising Travel General General General Food - Retreat Lodging - Retreat Supplies - Summer Travel – Summer General General Bank Card GoEmerchant Insurance Legal & Prof Fees Meals On-line Quickbooks Expense Postage Safe Deposit Box General General Drive-In Workshop Leadership Symposium NASFAA Training **MASFAA** Summer Institute Staff Training

Account (Committee)

Program Committee Site Coordinating **Committee Special Projects**

Expense Line

General Charity Efforts Conf Decorations Conf Entertainment Conf Equipment Conf Facility Deposit Conf Guest Gift Conf Meals Conf Printing Conf Room Charges Conf Speaker Fees Hospitality Suite Lodging – Planning Meals – Planning Travel - Planning General General