



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 Payable to:

Name	<input type="text"/>
Street Address	<input type="text"/>
City, State, Zip	<input type="text"/>

Expense form submitted by: _____ Date: _____

Committee: _____

Expense line: _____

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

