



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:
Karen Gagnon
IASFAA Treasurer
Morningside College
1501 Morningside Avenue
Sioux City, IA 51106
(F) 712-274-5605
Gagnon@morningside.edu