ALAMO AREA CRIME PREVENTION ASSOCIATION

PAYMENT REQUEST / FUNDS DEPOSITED / FUNDS TRANSFERRED

Donation Fund Raiser Retail Sales Membership dues, year? Conference registration Conference vendor Conference other Received from: For: For: Transferred Amount: \$ From: To: Expensed Amount: \$ Paid to: for?: (Always attach receipts) debit card was used Office supplies Office postage Office supplies Office copies Board approved equipment/supplies Presidential approved expenses Board meeting expenses Committee meeting expenses Bank fees Purchase stock (resale items) President travel Guest travel Web Site domain Fees Web Site hosting Fees Newsletter printing / copies Newsletter postage	Processed by:	АТЕ:	DAT	\$	Deposit Amount:
Transferred Amount: \$ From: To: Expensed Amount: \$ Paid to: for?: (Always attach receipts) debit card was used Office supplies Office postage Office printing copies Office copies Board approved equipment/supplies Presidential approved expenses Committees equipment/supplies Board approved travel expenses Board meeting expenses Committee meeting expenses Bank fees Purchase stock (resale items) President/Guest speaker meals Trophies, gifts, awards, etc. President travel Guest travel Web Site domain Fees Web Site hosting Fees					
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 Fund raiser expenses Miscellaneous (brief description) 	copies ential approved expenses approved travel expenses ittee meeting expenses use stock (resale items) es, gifts, awards, etc. travel ite hosting Fees	 Office Preside Board Comm Purcha Trophi Guest Web St 	applies neals ies	g copies ed equipment juipment/sup g expenses st speaker m el ain Fees nting / copie penses	 Office printing Board approved Committees eq Board meeting Bank fees President/Gues President travel Web Site doma Newsletter print Fund raiser exp
Conference expenses (AACPA's)Conference expenses (TCPA's)President lodging/meals	Gifts/trophies, awards Printing / copies Postage		's)	g/meals wards	 President lodging Comp expenses Travel expenses Gifts/trophies, av Printing / copies Postage
Withdrawal Deposit AACPA Check - ID# □ Checking Account Petty cash fund - ID# □ Petty Cash Fund Savings Account □ Savings Account Conference Account □ Conference Account Other: □ Other: Motion required prior to payment □ APPROVED Motion NOT required prior to payment □ APPROVED	 Cash Fund ags Account rence Account	 Checl Petty Savin Confer Other 	ent	#	 AACPA Check - ID# Petty cash fund - ID# Savings Account Conference Account Other: Motion required prior

AACPA Form #AA-T-001a.doc, Last updated 9/8/2004