

ALAMO AREA CRIME PREVENTION ASSOCIATION

PAYMENT REQUEST / FUNDS DEPOSITED / FUNDS TRANSFERRED

Deposit Amount: \$ _____ **DATE:** _____ **Processed by:** _____

- Donation Fund Raiser Retail Sales Membership dues, year? _____
- Conference registration Conference vendor Conference other _____

Received from: _____ For: _____

Transferred Amount: \$ _____ From: _____ To: _____

Expensed Amount: \$ _____ Paid to: _____ for?: _____

(Always attach receipts)

- Office supplies
- Office printing copies
- Board approved equipment/supplies
- Committees equipment/supplies
- Board meeting expenses
- Bank fees
- President/Guest speaker meals
- President travel
- Web Site domain Fees
- Newsletter printing / copies
- Fund raiser expenses
- Miscellaneous (brief description) _____

- debit card was used
- Office postage
- Office copies
- Presidential approved expenses
- Board approved travel expenses
- Committee meeting expenses
- Purchase stock (resale items)
- Trophies, gifts, awards, etc.
- Guest travel
- Web Site hosting Fees
- Newsletter postage

Conference expenses (AACPA's)

- President lodging/meals
- Comp expenses
- Travel expenses
- Gifts/trophies, awards
- Printing / copies
- Postage
- _____

Conference expenses (TCPA's)

- _____
- _____
- _____
- Gifts/trophies, awards
- Printing / copies
- Postage
- _____

Withdrawal

- AACPA Check - ID# _____
- Petty cash fund - ID# _____
- Savings Account
- Conference Account
- Other: _____

Deposit

- Checking Account
- Petty Cash Fund
- Savings Account
- Conference Account
- Other: _____

- Motion required prior to payment
- Motion NOT required prior to payment

- APPROVED DISAPPROVED