PAYMENT AUTHORIZATION FORM

Please check one of the following boxes:

☐ Requesting authorization to place an order for an item or service
☐ Requesting a check for third party payee (to be mailed or picked up)
☐ Requesting reimbursement for an authorized expense that was paid for out-of-pocket

<table>
<thead>
<tr>
<th>Requestor Information:</th>
<th>Payee Information (if different than Requestor):</th>
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<tbody>
<tr>
<td>Name:</td>
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</tr>
<tr>
<td>Street Address:</td>
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<tr>
<td>City, State, Zip:</td>
<td>City, State, Zip:</td>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Email Address:</td>
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<tr>
<th>DESCRIPTION (attach all relevant receipts)</th>
<th>Budget Account Name or Acct No. (See Instr)</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
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Please check one of the following boxes:

☐ Authorization only - Do not prepare a check
☐ Prepare check and mail to payee
☐ Prepare check for pickup by ☐ Requestor or ☐ Payee.

Requestor signature: ___________________________ Date: ___________________________

Authorization approved by: ___________________________ Date: ___________________________

(If applicable) Check picked up in person by: ___________________________ Date: ___________________________

Form date 10/18/2018
1. Check the appropriate box at the top of form.
2. Fill out the Requestor Information.
3. If the Requestor is not also the Payee, fill out the Payee Information.
4. Put the description of the item(s) for which payment or authorization is being requested where indicated.
5. Put either the name or the budget number for which the request is being made. The budget names and numbers are as follows:
   - 6110 - AAUW National and State Dues
   - 6130 - Monthly Luncheon Catering and Speakers
   - 6135 - Other Membership Expenses (Specify - example "Directory Expense")
   - 6142 - Accounting and Legal
   - 6144 - Bank and Paypal Fees
   - 6146 - Insurance
   - 6147 - Licenses, Fees and Dues (Specify - example, "Chamber of Commerce Dues")
   - 6150 - Postage and Supplies
   - 6154 - Website Expense
   - 6158 - Other Administrative Expense (Specify)
   - 4150 - Expenses Associated With Fundraisers (Specify the fundraiser and the nature of the expense)
   - 6160 - Public Policy Advocacy
   - 6300 - eSmart Camp
   - 6400 - Scholarship Program
   - 6510 - Senior Sisters
6. Attach receipts or bids as appropriate.
7. Check the appropriate box underneath the Description section.
8. Sign and date the form.
9. Deliver or email the form and attachments to one of the following persons:
   - A finance co-chairman
   - The president
10. Payments will normally be processed within 15 - 20 days, to give time for the Board to approve them at a regular meeting. If payment is needed more rapidly, please note on the description portion of the form.
11. Person picking up a check in person will need to sign where indicated at the bottom of the form.