

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

Requestor Information:

Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone: _____
 Email Address: _____

Payee Information (if different than Requestor):

Name: _____
 Street Address: _____
 City, State, Zip: _____
 Phone: _____
 Email Address: _____

DESCRIPTION (attach all relevant receipts)	Budget Account Name or Acct No. (See Instr)	AMOUNT
TOTAL		

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:** _____



INSTRUCTIONS FOR PAYMENT AUTHORIZATION FORM

- 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