

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 E	Breakdown (ple	ase attach invoices and	/or other documentation)	
Expense Description	Vender Name	Amount of Expense	Comments, if any	
				_
Total of Check Request				
Make Check Payble	to:			
Name				
Street Address				
City, State, Zip				
City, State, Zip	)			
Expense form subm	nitted by:		Date:	
•				
	ense line:			
Approved by Committe			Date:	

Return completed form to:
Sara Sroka
IASFAA Treasurer
University of Dubuque
2000 University Ave
Dubuque, IA 52001

Email: ssroka@dbq.edu Fax: 563-589-3690

## Account (Committee)

Association Representation Association Representation Association Representation Association Representation Association Representation Association Representation

Awards

Community Outreach Community Outreach Community Outreach

Community Outreach Community Outreach

Delegates

General Electronic Services General **Executive Council** General **Executive Council** Food – Retreat Lodging - Retreat **Executive Council Executive Council** Supplies - Summer **Executive Council** Travel – Summer

**Expense Line** 

Association Travel

Conference Registration

MASFAA Leadership

NASFAA Leadership

Postage/Printing

Postage/Printing

Sponsorship/Advertising

General

General

General

Meals

Travel

Meals

**Exhibitor Relations** General Finance Committee General Finance Committee Bank Card Finance Committee GoEmerchant Finance Committee Insurance Finance Committee Legal & Prof Fees

Finance Committee

Finance Committee On-line Quickbooks Expense

**Finance Committee** Postage

Safe Deposit Box Finance Committee

Long Range Planning General Professional Development General

Drive-In Workshop Professional Development Professional Development Leadership Symposium Professional Development **NASFAA** Training

Professional Development MASFAA Summer Institute

Professional Development **Staff Training** 

## Account (Committee)

Program Committee Site Coordinating

Committee Special Projects

## **Expense Line**

General Charity Efforts Conf Decorations Conf Entertainment Conf Equipment Conf Facility Deposit Conf Guest Gift Conf Meals **Conf Printing** Conf Room Charges Conf Speaker Fees Hospitality Suite Lodging – Planning Meals – Planning Travel - Planning

General General