

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 Breakdown (please 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				
Expense form submitted by:			Date:	
Co	mmittee:			
Ехре	ense line:			
Approved by Committee Chair:			Date:	

Return completed form to:

Tristan Lynn
IASFAA Treasurer
Iowa College Student Aid
Commission
475 SW 5th St., Suite D
Des Moines, IA 50309

Email: tristan.lynn@iowa.gov Fax: 515-725-3401

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