

**ABWA Career Chapter  
Request for Payment  
2010-2011**

Member Name: \_\_\_\_\_ Phone \_\_\_\_\_

Date of Request: \_\_\_\_\_

Receipt or invoice attached: No \_\_\_\_\_ Yes \_\_\_\_\_

Check to be made payable to: \_\_\_\_\_

**Committee from Which Expenditure Should Be Taken:**

	<u>Amount</u>
<b><u>Officer Expense</u></b>	
Pres. and Officers Pin/Recognition	_____
Miscellaneous	_____
<b><u>Program Committee</u></b>	
Speaker Fees	_____
Gifts	_____
Entertainment	_____
Equipment Rental	_____
<b><u>Membership</u></b>	
Postage & PO Box Rental	_____
Directory Expense	_____
<b><u>Education</u></b>	
Postage	_____
Printing or Supplies	_____
<b><u>Hospitality</u></b>	
Holiday Luncheon (\$17/person)	_____
Special Lunches	_____
<b><u>Associates' Luncheon</u></b> (\$20/person)	
Food	_____
Miscellaneous	_____
<b><u>Woman of the Year/Top Ten Candidate</u></b>	
Chapter's Contribution to Nat'l Conv.	_____
Recognition Gifts	_____
<b><u>ABWA Council</u></b>	
Annual Dues	_____
<b><u>Buften Scholarship Fund</u></b>	
Annual contribution	_____
<b><u>Bulletin/Website</u></b>	
(Specify)	_____
<b><u>Ways and Means</u></b>	
Committee (Specify) _____	_____
<b><u>Miscellaneous</u></b>	
Committee (Specify) _____	_____

***Attach Receipts!***