Disbursement Request Form

Willamette Valley Chapter
Society for Technical Communication
P. O. Box 765
Portland, OR 97207

- Submit one Disbursement Request Form for each check the treasurer needs to write.
- Tape or staple small receipts securely to the back without overlapping them, using a separate sheet of paper if necessary.
- Staple sheets or larger receipts to back at the top left corner.
- On the receipts, circle or highlight the amounts and descriptions of items submitted for reimbursement to distinguish them from any personal expenses.

Date submitted		Pay to
Date check is needed		Address
Amount $0.00		City, State Zip
Check number	Treasurer Use Only	Requested by
Date issued		Comments
Date posted		

Detail of Purchases

Date of Purchase	Vendor	Item and Quantity Purchased	Committee or Office to Charge	Project	Amount

Total must match Amount above $0.00

(Rev. 9/26/2001)