



REQUEST FOR PAYMENT

| | |
|-------------------------------|--|
| Payee | |
| Mailing Address | |
| | |
| | |
| Telephone | |
| Email | |
| Purpose of Expenditure | |

Description of Expenses

| Description | Date | Amount |
|--------------|------|-----------|
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL | | \$ |

| | |
|--|------------|
| Person Requesting Payment | |
| Date: | Signature: |
| Authorization by President or appropriate Committee Chair | |
| Date: | Signature: |

All requests for payment must be submitted within 30 days of the event or transaction. Please attach documentation (invoice/receipt) for requested expenditures and send to the SACRAO President or the appropriate Committee Chair for authorization.

| | |
|--|---|
| Edward Trombley, President Registrar Embry-Riddle Aeronautical University-Worldwide (386) 226-7610 president@sacrao.org | Amy Gleason, Treasurer Assistant University Registrar Duke University (919) 684-5758 treasurer@sacrao.org |
|--|---|

| | | |
|------------------|--|------------|
| Treasurer | | |
| Date: | <input type="checkbox"/> Check #: <input type="checkbox"/> Check Card | Signature: |