

VI. Official Division Disbursement Form

Photographic Society of America Request for Division Disbursement

INSTRUCTIONS: Choose Division and designate the type of disbursement. Fill in "ship to" information legibly. Make three copies of the form; keep one copy for your records.

For reimbursements, fill in section one as instructed. Send the original, with **all original receipts and invoices**, and one copy to the Division Treasurer for approval. The Treasurer will forward original documents to Headquarters. Reimbursement requests ARE NOT acceptable via email: **original receipts/invoices are required**.

For orders and order advisories, fill out section two as instructed. You may forward this form via email when placing orders. If emailing, please make sure to fill in ALL information and type your signature in the space provided. Email orders **MUST** be approved by Division Treasurer as well. Save form and forward it to Division Treasurer for approval. Failure to include all required information will slow down the disbursement process. **Please do NOT alter this form!** Make certain to show the account number of your Division service on the line just below your title. If you do not know this number, you can contact you Division Treasurer for the information.

Name of Division:

Date:

Type of Disbursement:

ORDER To Be Processed: ORDER Advisory: EXPENSE Reimbursement:

Ship to:

1. Detail of reimbursement requested:

(please provide details of each item with original receipts attached)

Details of expense:	Donation amount:	Reimbursed amount:

Reimbursement Total: \$

2. Details of order to be processed or advisory...

(please provide specific item color, quantity and description detail)

Item Requested:	Amount Needed:	Charge:

Submitted by:

Order Total \$:

\$

Title:

Shipping Charge:
(determined by HQ)

Division Activity Account #

Total Charges:

For Division Treasurer's Use Only:		For Headquarters Use Only:	
Approved by:		Dated Received:	
Date Received:		Date Paid:	Check #:
Date sent to HQ:		Division expense account #:	

FORM DIV-3 (6/2008)