

PHOTOGRAPHIC SOCIETY OF AMERICA
Request for Division Disbursement

INSTRUCTIONS: Complete in triplicate. Designate the type of disbursement. Circle applicable "Pay to" or "Ship to". After any required approval, send the original and 1 copy to the Division Treasurer for approval and forwarding of the original to Headquarters. Keep 1 copy. For reimbursement requests, attach all paid vouchers to the original. Be sure to show the number of your Division service on the line just below your title.

Name of Division: Photojournalism Date: _____

Type of Disbursement: _____

EXPENSE Reimbursement: _____ ORDER To Be Processed: _____ Order Advisory: _____

Ship to: Name: _____

Address: _____

Detail of attached expense vouchers:

Total	Donation	Reimburse

Details of order to be processed _____ or advisory _____.

Total \$: _____

Shipping: _____

Total Amt: _____

Approved by: _____ Signed by: _____

Title: _____ Title: _____

Service # _____

For Division Treasurer's Use Only:

Approved _____

Date Received: _____

Date sent to HQ: _____

Date charges posted _____

For Headquarters Use Only:

Dated Received: _____

Date Paid: _____ Check No. _____

Division expense account No. _____

Date sent to Treasurer: _____
 (Donation acknowledgement copy)