

PMPA EXPENSE AUTHORIZATION & REPORT

Date: 5 - 29 - 08

Committee: Safari

Director/Officer: Sara Fari

1. Fill out form and make copy for you, the Officer/Committee Director – original to Treasurer.
2. Attach original receipts/invoices to back of treasurer's copy, make copies for your records.
3. Mail completed and signed original with attachments to the Treasurer when check is requested; within ten (10) days after each function; and the final report for the year by Dec. 20th.

Totals to each Payee	Name & address <i>(Who to pay)</i>	Itemized expenses	Item Amounts	Treasurer's Use Only
89.00	Sara Fari 120 SW Flash St. Portland OR 97200	copies	1.00	
		stamps for mailing	48.00	
		Safari refreshments (reimbursement)	40.00	
		(Sam Smith Safari)		
41.00	LazerQuick 123 Address City ST 97200	flyers S. Smith Safari	34.50	
		folding	6.00	
		copies	.50	
30.00	Cheap Suites Hotel 00000 SW Room St. Beaverton OR 97000	meeting room expense	30.00	
		(Sam Smith Safari)		
89.00	Sam Smith 1 Lighting Ave. Sumwher WA 98000	Speaker fee	10.00	
		reimb. Air Fare	79.00	
		(Sam Smith Safari)		

SAMPLE

Authorized by Sara Fari
Signature of Officer/Committee Director

Sara Fari
Name Printed if different from Director

249.00	total above	EXPENSE Budget Amount for Current Year \$ 1,500.00	Total prior Expenses this year from last report	75.00
	total attached reports		Total this report	+ 249.00
249.00	Total		TOTAL year to date	324.00