

**You can print this form & fill it out or type in the form then print it out.
 Note: If you type into the form, the fields are just text - they will not add up.**

AVA Request For Payment

(Treasurer to complete)	Check # _____ / _____ / 20 _____
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Make Check Payable To:

Attach one receipt for every line & note the line # on each receipt

<u>Receipt</u>	<u>Expense Category</u> <small>Example: Easter Party</small>	<u>Vendor</u> <small>Example: Sam's Club</small>	<u>General Description</u> <small>Example: Food, décor</small>	<u>Amount</u> <small>x.xx</small>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Notes:

Total:	
Optionally Deduct Annual Dues:	
Net Check Amount:	