

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	_____	_____	_____	_____

Total: _____

Deduct Annual Dues: _____

Net Check Amount: _____