

IEEE Rochester Section Disbursement Request

Please Print Legibly

Date: _____

Requester: _____

Amount Requested: _____

Make Check Out To: _____

Mail Check To: _____

Expenditure Purpose: _____

Have you attached invoice or receipt for expenditure? _____

Have you made a copy of the receipt or invoice for your records? _____

Have you filed an L31 if a meeting with the Section Secretary or Online? _____

Requester Signature: _____

Treasurer Area

Check No. _____

Check Date _____

Account Assigned _____