Pennsylvania Association for Adult Continuing Education **REQUEST FOR PAYMENT**

1. ITEMIZED DESCRIPTION OF PRODUCTS AND/OR SERVICES (If a detailed invoice is attached to this form, completion of section 1 is not required.)

Date	Quantity	Description	Cost

Board Travel Date: Location: Event: Mileage @.365 per mile =

Payable to: Name Phone ( )

Address

2. TOTAL AMOUNT DUE: $

Signature of PAACE Member requesting payment *Date*

3. IDENTIFY PAACE BUDGET CODE AND SUBCATEGORY TO WHICH THIS EXPENDITURE SHOULD BE CHARGED:

Please be sure to indicate both budget code and sub category. Example: advertising expenses for the Family Literacy Division would be charged to 4505.

Code/Line Item

1000 Officers Expenses
- 1100 President
- 1200 1st Vice President
- 1300 2nd Vice President
- 1400 Secretary
- 1500 Treasurer
- 1600 Immediate Past President
- 1700 Remote Past President

2000 Executive Dir. Expenses

3000 Committee Expenses
- 3100 Legislative
- 3200 Publications
- 3300 Membership Services
- 3400 Technology
- 3500 Nominations
- 3600 Awards
- 3700 Public Relations
- 3800 Membership Recruitment

4000 Program Divisions
- 4100 ABSE
- 4200 ESL
- 4300 TLC-Literacy
- 4400 Workforce Development
- 4500 Family Literacy
- 4600 Continuing Higher Ed

5000 Geographic Regional Rep
- 5100 Eastern
- 5200 Central
- 5300 Western

90000 Conferences/Institutes

98000 Research Conference
- 98100 Operating Expenses
- 98200 Facilities
- 98300 Meals
- 98400 Publicity

99000 Midwinter Conference
- 99100 Operating Expenses
- 99200 Facilities
- 99300 Meals
- 99400 Publicity

Subcategory

01 Communications
02 Postage
03 Materials/supplies
04 Copies/printing
05 Advertising
06 Travel
07 Equipment
08 Association dues/ memberships
09 Refreshments
10 Contracted services
11 Service fees
12 Awards/scholarships
13 Evaluation
14 Newsletter
15 Journal
16 Support Staff
17 Exhibitors

Ex: 4505	$ 125.00
	$
	$
	$
	$
	$
	$
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	$
	$
	$
	$
	$

4. SUBMIT COMPLETED, SIGNED FORM WITH RECEIPTS OR OTHER DOCUMENTATION TO:

William Schaffer, Northampton Community College, 511 E. Third St. Suite 405G, Bethlehem, PA 18015

FOR BOARD TREASURER USE ONLY: Check written by Date Check No.