REQUEST FOR PAYMENT OR REIMBURSEMENT

Requested by (Name/Call): _____ Phone: _____

Make check payable to: _____

Address (if check to be mailed): _____

[ ] Check if item is to be added to Club Inventory **Date:**

Item	Description	Charge to Account*	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
		TOTAL	

*Attach an invoice or receipt for all items. Use one or more of the following expense accounts to describe your items. Do not combine accounts on one line; split amounts for each account.

REPEATER EXPENSES
- **Repeater Fees & Permits**
- **Repeater Maintenance**
- **Repeater Phones**
- **Repeater Special Projects**

RESTRICTED FUNDS EXPENSES
- **ARES General Fund**
- **Club Station**
- **Comm Systems Development**
- **Repeater Endowment**
- **SBARC/ARES Van Equipment**
- **SBARC/ARES Van Operations**

CLUB ADMINISTRATION EXPENSES
- **Accounting Fees**
- **Administration**
- **Advertising/Outreach**
- **Insurance – Liability**
- **Insurance – Vehicles**
- **Licenses – Vehicles**
- **Membership**
- **Operating Expenses**
- **Postage – Club**
- **Telephone – Club**

SPECIAL EVENTS EXPENSES
- **Bazaar**
- **Comm Fair & Hamfest**
- **Field Day**

PROGRAM SERVICES EXPENSES
- **Bookstore Sales Tax**
- **Contributions & Donations**
- **Door Prizes**
- **Education & Training**
- **Equipment Sales**
- **Event Communications**
- **Internet Expenses**
- **Key-Klix Postage**
- **Key-Klix Preparation**
- **Meeting Refreshments**
- **Membership Directory**
- **Programs**
- **Promotional Items**
- **Special Drawing Prizes**
- **Special Interest Group Support**

Rev. 2/08/08

Treasurer's Use Only: Date Received _____ Date Paid: _____ Check #: _____

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EXPLANATIONS OF EXPENSE ACCOUNTS AND EXAMPLES

REPEATER EXPENSES

Repeater Fees & Permits: US Forest Service fees and similar fees and permits relating to repeater sites.
Repeater Maintenance: Expenses related to the maintenance and upkeep of repeater and digipeater equipment, sites, etc. Includes new equipment to replace or upgrade repeater system.
Repeater Phones: Cost of telephone service at repeater sites.
Repeater Special Projects: Major projects, including new capabilities, sites, replacement, rebuilding, etc.

RESTRICTED FUNDS EXPENSES

ARES General Fund: Expenses to support the administration, training, and operations of the ARES unit.
Club Station: Maintenance and operation of the Club Station and facilities, including new and replacement equipment.
Communications System Development Fund: Grant funds to be used for previously Board-approved projects for SBARC communications systems.
Repeater Endowment Fund: Major repeater projects approved by the Board; self-insurance fund.
SBARC/ARES Van Equipment: Maintenance, repair, replacement of van equipment, including the vehicle and all equipment in and on it.
SBARC/ARES Van Operations: Expenses relating to the operation of the vehicle, such as fuel, oil, etc.

CLUB ADMINISTRATION EXPENSES

Accounting Fees: Services of an outside accounting firm to maintain SBARC financial records, file reports, etc.
Administration: Envelopes, printing, office supplies, copies, etc., relating to the general administration of the Club and not specifically used for another program.
Advertising/Outreach: Printing, postage, advertising, etc., for informing non-Club members of Club activities.
Insurance – Liability: The Club's general liability insurance policy.
Insurance – Vehicles: Insurance policies for all the Club vehicles, trailers, etc.
Licenses – Vehicles: DMV license fees for all Club vehicles, trailers, etc.
Membership: Expenses incurred in the support of membership activities, such as printing of envelopes, membership applications, cards, etc., postage to mail notices and cards, etc.
Operating Expenses: Day-to-day expenses in support of the Club not covered in another category, (gas for the generator, etc)
Postage – Club: Postage to mail checks, pay postage-due, mail items to Board members, etc., not covered by a specific account.
Telephone: Expense for the Club's business telephone at the Club station.

SPECIAL EVENTS EXPENSES

Bazaar: Expenses relating to the annual Bazaar including advertising, rentals, refreshments, dump fees, storage charges, etc. Does not include expenses relating to equipment sales not related to the Bazaar.
Communications Fair & Hamfest: All expenses relating to this activity, including rental of equipment & facilities, supplies, food, prizes, advertising, etc.
Field Day: Includes maintenance of equipment used only for Field Day, rentals, food, and supplies.

PROGRAM SERVICS EXPENSES

Bookstore Sales Tax: State sales tax on books sold, etc.
Contributions & Donations: Includes yearly donation to Red Cross and Elks for use of facilities and Newsline.
Door Prizes: Items to be raffled at regular Club meetings; does not include Special Prize.
Education & Training: Expenses used to support entry level, upgrading, and code classes, seminars, workshops, programs, etc., for Club members, area Amateurs, and the general public.
Equipment Sales: Expenses relating to equipment sales, both Red Tag and donated; does not include Bazaar items.
Event Communications: Expenses to support the Club and its members participating in community event communications.
Internet Expenses: For Internet service provider, domain registration.
Key-Klix Postage: Postage to mail the Key-Klix publication.
Key-Klix Preparation: Charges for printing Key-Klix, mailing labels, etc.
Meeting Refreshments: Coffee, drinks, food, supplies, etc., for Club meetings, including coffee pots, etc.
Membership Directory: Production, printing, and postage for the annual Membership Directory.
Programs: Expenses relating to the Club's general meetings, including speakers' fees, dinners, and mementos, rental of equipment, etc.
Promotional Items: Membership badges, T-shirts, buttons, vests, etc.
Special Drawing Prizes: Cost of items to be raffled as a Special Prize at the Club's regular meetings.
Special Interest Groups: Expenses to support the Club's officially recognized Special Interest Groups.