

SARBS CHECK REQUEST FORM

Santa Ana River Basin Section – SARBS
California Water Environment Association – CWEA

Date: _____ Amount: _____

Requested By: _____
Signature: _____
Payee: _____
Address: _____
Purpose: _____

Please submit form to:

Renu Pal | rpal@cwea.org

with a carbon copy to:

William Cassidy | wcassidy@ocsd.com

Rashi Gupta | rgupta@carollo.com

Please keep the following in mind when submitting an expense for reimbursement:

- Please allow a minimum of one week for processing and mailing. Request for quicker processing will be considered on a case by case basis.
- All requests must be accompanied by a receipt(s) or other proof of payment.
- If advance payment is requested, the request must be accompanied by a request for deposit or down payment, invoice, or signed contract stating a payment schedule. The check will be made payable to the vendor and mailed directly to the vendor unless otherwise approved. Proof of receipt by the vendor must be submitted if the check is not directly mailed to the vendor.
- For meals, state the business purpose in attending the meal and list those present in the group on the back of this form or on an attached sheet.

Please include in the purpose the name of the event, sponsoring committee and any other detail that might assist the Treasurer in accounting expenses by individual event. E.g.: Door prize for 2016 Winter Collections and Safety Seminar, Bottle water for PDC Coastal Cleanup 2015, etc.

Please complete with the expense(s) broken down by type (row) and category (column) with the associated dollar amount. Attachment(s):

EXPENSE

	General	Training Events (seminars, workshops)	TCP Study Sessions	Conferences	Annual Banquet	Dinner Meetings	Golf Tourney	Picnic	Board of Directors	Other
Mailing / Postage										
Printing										
Awards										
Food / Bev / Catering										
Promotion / Marketing										
Audio / Visual										
Technology										
Site / Location Rental										
Golf Greens Fees										
Office Supplies										
Website Maintenance										
Door Prizes										
Kirt Brooks Scholarship										
Bank Fee										
Professional Services										
Refunds										
Miscellaneous Expenses										