

**HOUSTON CHAPTER CLARK ATLANTA UNIVERSITY ALUMNI ASSOCIATION**

**REQUISITION FORM**

Name/Committee Requesting Payment: \_\_\_\_\_

Requisition Amount: \_\_\_\_\_

Detailed Description of Expenses:

Note: Please attach documentation e.g. receipts, invoices, etc.

Approval Signatures:

\_\_\_\_\_

Committee Member

\_\_\_\_\_

Date

\_\_\_\_\_

Chapter President

\_\_\_\_\_

Date

**Form Procedures**

- 1) This form should be completed when requesting payment for authorized conference and official chapter program expenditures.
- 2) Please state Individual and/or Committee Name and requisition amount.
- 3) Provide a purpose and detailed description of expense(s).
- 4) Attach source document of expense e.g. receipt, invoice.
- 5) Form must be signed by the committee member/chair and approved by the chapter president. Committee chair must retain a copy for committee records.
- 6) Present the original approved form with attached original documentation to chapter treasurer for payment. Treasurer keeps the original form and receipts.