

**Group:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_ **Unit Name:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

**Transaction Type** (Please select only one. A separate form is required for different transactions.)

<b>Expense</b>	<b>Deposit</b>	<b>Advance Clearing</b>	
<b>Advance</b>	<b>Transfer</b>	Payee: _____	Amount Spent: _____
		Check #: _____	Amount Returned: _____
		Amount of Advance: _____	Amount Due: _____

Date	Description	Taxable Y/N	Amount	Account Code	State	Project ID	Internal Use

**Total:**

Payee Information		Approvals	
Payee:		<b>Submitted By:</b>	
Mail To:		Phone Number:	
Address:		Email:	
City State Zip:		Submitted Date:	
Phone:		<b>Approved By:</b>	
<b>FOR PAC USE ONLY</b>		Title:	
Bank Account:		Signature:	
PAC Initial:		Phone Number:	
Date:		Email:	
Approval Initial:		Approved Date:	
Approval Date:		Treasurer Initial:	