



**Request for Payment/Reimbursement**

**Amount:** \_\_\_\_\_

**Payable To:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, St Zip:** \_\_\_\_\_

**To document a debit card charge**

**Name on Debit Card:** \_\_\_\_\_

**Date of Charge:** \_\_\_\_\_

**Vendor Paid:** \_\_\_\_\_

**Total Amt of Charge:** \_\_\_\_\_

Program/Event/Committee	CkOne	Type of Expenditure	Amount
Board and Admin .....		7110 Honorarium Instr Fee .....	
Communications Committee .....		7120 Certification Books and supplies .....	
Education Committee .....		7125 Instructor Class books and supplies ..	
Trauma Committee .....		7130 National CE/CECH fees .....	
Pediatric Committee .....		7140 Catering & large group meals .....	
Membership Committee .....		7150 Local meals .....	
Evidence Based Practice Committee .....		7160 Facility and equipment rental .....	
Finance Committee .....		7190 Giveaway merchandise .....	
Spring Symposium Committee .....		7210 Conference calls and web meetings ..	
Injury Prevention (restricted) .....		7220 Awards .....	
ENAF .....		7230 Travel .....	
Awards and Nominations Committee .....		7240 Lodging .....	
Other (comment below) .....		7250 Meals - out of town .....	
		7320 Delegate and registration fees .....	
		7410 Office supplies .....	
		7420 Postage and shipping .....	
		7430 Other Supplies .....	
		7440 Printing and copying .....	
		7450 Advertising and Marketing .....	
		7510 Subscriptions and reference matl .....	
		7520 Computer equip and software .....	
		7530 Web site expenses .....	
		7610 Prof services - acctng & financial .....	
		7620 Prof services - legal .....	
		7620 Prof services - mtng and registration ...	
		7730 Gifts, flowers, etc. ....	
		7820 Bank fees .....	
		7830 Merchant Account fees .....	
		Other expenses (comment below) .....	

Comments \_\_\_\_\_

**Attach receipts or bill. Submit completed form with attachments to Marlene Bokholdt, 2018-2020 Treasurer:**

Submitted by: \_\_\_\_\_ Email: treasurer@illinoisena.org

Submitted on: \_\_\_\_\_ Address: 731 Maple Ave

Posted on: \_\_\_\_\_ By: \_\_\_\_\_ Downers Grove, IL 60515