

APA - DIVISION ACCOUNTING SERVICES

REIMBURSEMENT / DISBURSEMENT REQUEST

Specify your Division and/or Section

DIVISION #: _____ SECTION #: _____ (if applicable)

Submit form via email: divacct@apa.org

Be sure to verify the remit address is up-to-date for the payee to avoid payment going to wrong location and causing delays

Payable to: _____	<input type="checkbox"/> W8 / W9
Address: _____	<input type="checkbox"/> NEW VENDOR
Telephone: _____	<input type="checkbox"/> RECEIPT / PROOF PAID
Email: _____	<input type="checkbox"/> INTERNATIONAL EXPENSE **
	<input type="checkbox"/> ACH PAYMENT METHOD

Use this checklist to confirm all supporting documents are included with the request. ****Missing items will increase processing time**

EXPENSES BY ACCOUNT	AMOUNT	DESCRIPTION /	BUDGET CODE
55010 CONSULTANT/CONTRACTUAL FEES	\$		
56010 CONVENTION & MEETINGS	\$		
56510 TRAVEL	\$		
56610 CONTINUING EDUCATION FEES	\$		
56710 HONORARIUM & STIPENDS	\$		
56810 ROYALTIES EXPENSE	\$		
57010 OFFICE RELATED	\$		
57020 PRINTING/PUBS/DUPLICATING	\$		
57030 POSTAGE	\$		
57040 DELIVERY & MESSENGER SERVICE	\$		
57050 TELEPHONE & FAX	\$		
57060 BANK CHARGES & FEES	\$		
57070 DUES/MEMBERSHIPS EXP	\$		
58010 CONTRIBUTION & DONATIONS EXP.	\$		
58020 GRANTS TO OTHER ORGANIZATIONS	\$		
58030 AWARDS TO OTHER ORGS/INDIVS	\$		
59010 RESALE GOODS / SALES	\$		
59110 ADVERTISING	\$		
(12030) TRAVEL ADVANCES	\$		
(14010) PREPAID EXPENSES	\$		
(14200) DEPOSITS & OTHER ADVANCES	\$		
TOTAL :	\$		

Add'l instruction or information for accountin

Use this section to provide as much additional information as possible to help us process/allocate/understand the reason and purpose for the request.

DON'T FORGET SIGNATURE!
Requests without approval signature will not be processed until provided.

TREASURER:	Signature	Date
and/or		
PRESIDENT:	Signature	Date

**Must provide validation for Foreign Exchange reimbursements (ex: bank statement or copy of website to support conversion calculation)
**Budget Code required for Divisions with pre-established codes

Foreign Exchange Reimbursement?