

**AMERICAN SOCIETY FOR ENGINEERING EDUCATION
BASS/OPERATING ACCOUNT DISBURSEMENT REQUEST**

DATE: _____ FROM: _____
TO: ASEE _____
Attn: Andrew Miller _____
1818 N St. NW, Suite 600 _____
Washington, DC 20036 _____

I, _____, am the Secretary/Treasurer of the _____ and hereby authorize the ASEE Business Office to pay all sums noted below:

Treasurer's Signature: _____

Chair's Signature (if necessary): _____

PAY TO: _____ _____ _____ _____ _____ _____	THE AMOUNT OF \$: _____ PURPOSE OF EXPENDITURE: _____ _____ _____ _____ _____
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ACCOUNT #: _____ BASS Account Expense -or- Operating Account Expense
(Please choose one) 74200 74210

IF OPERATING REQUEST PLEASE JUSTIFY (SEE OPERATING PROCEDURES MANUAL): _____

Reminder: Send copies of all receipts and/or invoices in order to substantiate claims. If no invoices or receipts are available, a copy of the Board minutes or a letter from the Chair is necessary.

CHECK HERE IF YOU WOULD LIKE ACCOUNT BALANCE INFORMATION RETURNED TO YOU: _____

BASS Account \$ _____ as of _____ : Operating Account \$ _____ as of _____

ASEE Business Office Verification

Paid Check Number: _____; Date: _____