

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

DATE: _____

From: _____

TO: ASEE
Attn: Jessalyn Vermillion
1818 N Street NW, Suite 600
Washington, DC 20036
J.Vermillion@asee.org

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:

ACCOUNT #: _____ BASS Account Expense 74200 -or- Operating Account Expense 74210
(Please choose one)

*If OPERATING Funds are requested, please justify (See Operating Manual): _____

REMINDER: Send copies of all receipts, invoices, or announcements in order to substantiate claims and awards. If no supporting material is available, a copy of the Board minutes or a letter from the Chair is necessary.

ASEE Business Office Verification

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

Special instructions or handling: _____

Review/Submission: _____

Approval: _____

Entered: _____