

A completed Check Request must be submitted before reimbursement can be made. Expenditures over \$300 require pre-approval by the EAA Chapter 512 board of directors. Please submit separate check request for each category/purpose combination - this helps chapter leadership manage our resources. Receipts or invoices required.

Check One Only from Each List:				Requested By:		
Category		Purpose				
Chapter EAA	<input type="checkbox"/>	Advertising	<input type="checkbox"/>	Item:	Amount	
Chapter National	<input type="checkbox"/>	Chapter Gear	<input type="checkbox"/>			
Hangar	<input type="checkbox"/>	BoD	<input type="checkbox"/>			
Fundraising	<input type="checkbox"/>	Breakfasts	<input type="checkbox"/>			
Activities	<input type="checkbox"/>	Dues	<input type="checkbox"/>			
Promotion	<input type="checkbox"/>	Fees	<input type="checkbox"/>			
		Ground School	<input type="checkbox"/>			
		Improvements	<input type="checkbox"/>			
		Insurance	<input type="checkbox"/>			
		Maintenance	<input type="checkbox"/>			
		Meetings	<input type="checkbox"/>			
		Recycling	<input type="checkbox"/>			
		Sale of Inventory	<input type="checkbox"/>		Total	
		Taxes	<input type="checkbox"/>		<input type="checkbox"/> Check box if you are donating these items to EAA Chapter 512 and do not wish to be reimbursed, but instead would like to receive a letter of donation for tax purposes.	
		Utilities	<input type="checkbox"/>			
		Web Site	<input type="checkbox"/>			