



## REIMBURSEMENT/ADVANCE PAYMENT REQUEST FORM

Today's Date: \_\_\_\_\_

Person requesting reimbursement: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Committee or AAPA Position: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

Signature: \_\_\_\_\_

For reimbursement requests, please attach original receipts. For advance payment requests, attach the appropriate documentation, followed by actual receipt.

- All bills incurred by AAPA Board or Committee members must be submitted to the AAPA Treasurer for reimbursement within 30 days of the expense.
- All current year bills must be submitted prior to June 15, or they may not be paid.

Please mail to:

Carol Dominguez Shay, AAPA Treasurer  
P.O. Box 52195  
Albuquerque, NM 87181

or

Deposit in the AAPA Mailbox, located in the Copy/Mail Center, which is located just west of the East Campus Gymnasium.

Note: For Albuquerque Academy tax-exempt certificates, please contact the AAPA Treasurer.

Requestor signature: \_\_\_\_\_

Approver signature: \_\_\_\_\_

FOR TREASURER'S USE: Total Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Split Transaction: \_\_\_\_\_