

Georgia Art Education Association Check Request Form (Conference)	Submit to: Lynn Fagan 6267 Cove Creek Drive Flowery Branch, GA30542 email: lynn.fagan@gcpsk12.org
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Pay to:	NAEA/GAEA Membership #:	
address:	Amount Requested:	
	Date Submitted:	
e-mail:	Date Required:	
phone:	Is this a DIRECT PAYMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	

All receipts for the previous fiscal year must be submitted before January 15 of the new fiscal year for reimbursement.

Purpose:	<input type="checkbox"/> Conference Chair Advance
	<input type="checkbox"/> Operation Expense

Conference Chair Advance - Advances to payee must be reimbursed by itemized expense report or repayment			
Advance Amount	Advance Outstanding	Total Advance	Signature of Person Receiving Advance

Operation Expense (Attach Receipts or Invoice)			
Date	Description	Amount	
Total to Be Reimbursed			\$

Requester	Date		
GAEA Position		Amount Due	\$

For Treasurer's Use Only		
Approved	Date	Check #
		Category#