



**Spring Branch FFA Alumni Association**

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**Expense Documentation**

- Type:  Check Request to  Requestor (Reimbursement)  
 Vendor (Direct Pay)  
 Documentation of Expense  Debit Card  
 Credit Card

Date: \_\_\_\_\_

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

Payee: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone# \_\_\_\_\_

Disbursement Explanation (list each invoice individually and note the purpose for which the funds are spent):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL REQUESTS MUST HAVE INVOICE OR SALES RECEIPT ATTACHED**

Submitted by: \_\_\_\_\_ Approved By: \_\_\_\_\_

Date Paid:	Check #	Check Amount:
Category:	Sub-Category:	Amount:
Category:	Sub-Category:	Amount:
Category:	Sub-Category:	Amount:

Spring Branch FFA Alumni Association is an IRS designated 501 (c)3 non-profit organization, formed for the sole purpose of supporting the Spring Branch FFA Chapter. GEN and EIN numbers are available upon request.