

Instructions for filling out the CCARC Payment Form

1. This form is used to document the expense associated with an event or function that the club is doing.
2. Check the applicable organization.
3. A direct payment is when the Treasurer uses an electronic funds transfer (EFT) method to make payment directly to a vendor. Sending reimbursements for personal funds used back to the member will be by a check from the Treasurer.
4. List on the form:
 - a. The quantity of items
 - b. The item description
 - c. The total amount of each item(s)
 - d. What expense account it should be charged to (e.g. Field Day, Annual Picnic, Gee Creek, Annual Banquet, etc.)
5. Add up the total amount requested and put in the "Total Requested:" box. [NOTE: If you are using the 'fillable' pdf form, the total amount will be calculated as you enter the amount.]
6. Sign as the requester of payment. Include your call sign.
7. Forward the signed form, with all receipts attached, to the appropriate Activity Coordinator.
8. The assigned Activity Coordinator reviews the submission, signs the form then forwards it to the Approving Official. The Approving Official is normally the Treasurer but the submission may be reviewed by the Club President if the situation warrants.
9. The Approving Official will check the appropriate box as to whether this was a budgeted item for future reference.
10. The Treasurer reviews the submission and issues a payment to the "Make Payment Payable to:" information.
11. The Treasurer enters the check number (when used), amount and date on the form and files it with the receipts.

NOTE: This form may be submitted electronically as an attachment to an email along with scans of the receipt(s). Send electronic submissions to treasurer@w7aia.org.