



**Western Association for College  
Admission Counseling**

***Standard Check Requisition***

\*\*\* **Committee Chair Approval:** \_\_\_\_\_  
(Please approve and forward all forms to the Treasurer)

\*\*\* **Treasurer's Approval:** \_\_\_\_\_

Requested by: \_\_\_\_\_

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

**See attached invoice**

Date(s) of Event: \_\_\_\_\_

Payee: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

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

**Amount Requested: \$ \_\_\_\_\_**

**Committees/Events**

- Admissions Practice (AP)
- College Fairs (CF)
- Location:** \_\_\_\_\_
- Conference (CONF)
- Diversity, Equity, & Access (DEA)
- Inclusion, Diversity, Equity, & Access (IDEA)
- DEA Grant Program
- Executive Board (EXB)
- Future Conference Site (FCS)
- Nominations & Credential (NC)
- Government Relations (GRAC)
- Inter-Association (IA)
- Membership (MEM)
- Nevada Ad Hoc (NEV)
- Professional Development (PD)
- Counselor Summer Institute (CSI)
- Share-Learn & Connect (SLC)
- Location:** \_\_\_\_\_
- Publications/Public Relations (PUB)
- Technology/Research (TECH)

**Account Codes**

**EXPENSE**

- 6002 · Wages
- 6010 · Payroll Taxes
- 6015 · Workers Comp
- 6020 · Bank Fees
- 6030 · Credit Card Fees
- 6210 · Scholarships
- 6220 · Awards & gifts
- 6310 · Advertising & Printing
- 6312 · Liability Insurance
- 6315 · Dues, registration & subscriptions
- 6320 · Postage
- 6327 · Accounting
- 6335 · Rentals (Facilities, Buses & Equipment)
- 6336 · Food & Refreshments
- 6340 · Supplies
- 6350 · Telephone

**TRAVEL EXPENSE**

- 6352 · Airfare
- 6353 · Car rental, taxi, train and bus
- 6356 · Lodging
- 6357 · Meals/Tips
- 6358 · Incidentals, tolls, parking
- 6359 · Mileage
  
- 6570 · Website Maintenance
- 6580 · Penalties

**Expenses to be reimbursed:** (Indicate Account Code(s) with dollar amount(s). Total should equal Amount Requested above. In addition, when claiming TRAVEL EXPENSES, Travel Expense Form, with supporting receipts, must accompany this form.)

Account Code	Amount	Account Code	Amount	Total
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	

**COMMENTS:**