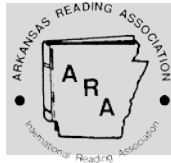


Receipts MUST be attached.

// Please reimburse me.
// Please pay the attached invoice.



Arkansas Reading Association
2011-2012 General Budget
Invoice/Reimbursement Request

Your Name: _____
Address: _____

Phone: _____
E-Mail Address: _____
Committee/Office: _____
Purpose of Expenditure: _____

Return to:

Charles A. Clark
121 Longview Point
Hot Springs, AR 71913

FOR OFFICE USE ONLY

DATE: _____
CHECK #: _____
BY: _____

AMOUNT REQUESTED: _____
Total Miles: _____ x .485 = _____

Check the budget item to which the expense should be attributed:

Award Programs & Projects

- ___ Administrator Award
- ___ Advocacy
- ___ Diamond/Charlie May Simon
- ___ Jo Flanigan Scholarship
- ___ Literacy Celebration
- ___ Special Projects
 - ___ International Projects
 - ___ Other
- ___ Studies and Research

Committees (mileage & expenses)

- ___ Celebrate Literacy
- ___ Community Project
- ___ Diamond/Charlie May Simon Reading
- ___ Exemplary Reading
- ___ Intellectual Freedom
- ___ International Projects
- ___ Legislative
- ___ Newspaper In Education
- ___ Nominating
- ___ Parents & Reading
- ___ Publicity
- ___ Student Membership
- ___ Studies & Research

Conference Expenses

- ___ 2011 ARA Summer Leadership Workshop
- ___ Convention Hospitality (Reg./Nat'l)
- ___ Arkansas Regional Conferences
- ___ 2012 Annual Conference Start-Up Fund

Council/Individual Recognition

- ___ Diamond Award
- ___ IRA Honor Council
- ___ Literacy Grants (\$300)
- ___ Local Council Honoree
- ___ Membership Awards
- ___ New Council Start-up
- ___ New and/or Struggling Councils
- ___ Other Recognition

Membership

- ___ Dues
- ___ Supplies

___ Miscellaneous

Officer Expenses (Travel-\$.485 per mile)

- ___ Event Coordinator
- ___ IRA Coordinator
- ___ Membership Director
- ___ Other Officer Expense
- ___ President
- ___ President-Elect
- ___ Vice-President

___ Postage (Bulk Mail & Postage)

Publications

- ___ Handbook & Directory
- ___ Image Brochure
- ___ Misc. Printing
- ___ Newsletters
- ___ The Reader/Journal

State Association Business

- ___ Audit/Review Fees
- ___ Bank Fees
- ___ Bank - Returned Check Fees
- ___ Board/Committee Meetings
- ___ Bookkeeper
 - ___ Contract Fees
 - ___ Supplies
 - ___ Travel
- ___ Credit Card Fees
- ___ Event Coordinator Stipend
- ___ Executive Board Retreats
- ___ Executive Secretary
 - ___ Contract Fees
 - ___ Supplies
 - ___ Telephone
 - ___ Travel
- ___ Government Relations Workshop
- ___ Incorporation/Bonding Service
- ___ Insurance
- ___ IRS Form 990 Accountant's Fee
- ___ Membership Director's Stipend
- ___ Photography & Historical Archive
- ___ Promotional Items
- ___ State Delegates' Assembly Breakfast

Technology

- ___ Equipment
- ___ Software
- ___ Supplies

Signature: _____ Date: _____