



Utah Public Health Association

UPHA Treasurer
PO Box 16048
Salt Lake City, UT 84116-0048

Expenditure Requisition

(And Payment Envelop Insert)

Date Prepared: ____ / ____ / ____

Date Required: ____ / ____ / ____

Pay to the Order of: _____ _____ _____ _____ _____, _____ <div style="display: flex; justify-content: space-between; width: 100%;"> City State Zip Code </div>	<p style="text-align: right; font-size: 1.2em;">Amount: \$ _____.</p> <p>Vendor Invoice#: _____</p>
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Fold on this line to fit into window envelop

Committee: _____	Expense Category: _____																																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">COMMITTEES</th> </tr> <tr> <th>STANDING</th> <th>SPECIAL</th> </tr> </thead> <tbody> <tr> <td>Audit</td> <td>Nominations</td> </tr> <tr> <td>Awards</td> <td>Policies & Bylaws</td> </tr> <tr> <td>Community Outreach</td> <td>Professional Develop.</td> </tr> <tr> <td>Executive</td> <td>Program (Conference)</td> </tr> <tr> <td>Finance</td> <td>Resolutions</td> </tr> <tr> <td>Legislative</td> <td>Strategic Planning</td> </tr> <tr> <td>Membership</td> <td></td> </tr> <tr> <td></td> <td>Editorial Board</td> </tr> <tr> <td></td> <td>Internet</td> </tr> <tr> <td></td> <td>Past Presidents</td> </tr> <tr> <td></td> <td>Public Health History</td> </tr> <tr> <td></td> <td>Women's Health Trust</td> </tr> <tr> <td></td> <td>Contracts & Grants</td> </tr> <tr> <td></td> <td>Other: _____</td> </tr> </tbody> </table>	COMMITTEES		STANDING	SPECIAL	Audit	Nominations	Awards	Policies & Bylaws	Community Outreach	Professional Develop.	Executive	Program (Conference)	Finance	Resolutions	Legislative	Strategic Planning	Membership			Editorial Board		Internet		Past Presidents		Public Health History		Women's Health Trust		Contracts & Grants		Other: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>EXPENSE CATEGORIES & SUBCATEGORIES</th> </tr> </thead> <tbody> <tr> <td>AWARDS - Awards, Contributions</td> </tr> <tr> <td>FOOD - Catering, Food, Luncheons</td> </tr> <tr> <td>MISCELLANEOUS</td> </tr> <tr> <td>OFFICE - Postage Printing, Rentals, Software, Supplies</td> </tr> <tr> <td>PASS THROUGH</td> </tr> <tr> <td>PROFESSIONAL - Honorariums, Legal, Meeting Registration, Professional Fees</td> </tr> <tr> <td>TRAVEL - Per Diem, Air Fare, Car Rentals</td> </tr> </tbody> </table>	EXPENSE CATEGORIES & SUBCATEGORIES	AWARDS - Awards, Contributions	FOOD - Catering, Food, Luncheons	MISCELLANEOUS	OFFICE - Postage Printing, Rentals, Software, Supplies	PASS THROUGH	PROFESSIONAL - Honorariums, Legal, Meeting Registration, Professional Fees	TRAVEL - Per Diem, Air Fare, Car Rentals
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AUTHORIZED BY: _____	PHONE: _____																																								
AUTHORIZING SIGNATURE: _____																																									

EXPLANATION & DETAILS:

UPHA

Check: _____ **Check Date:** ____ / ____ / ____