

Massachusetts Health Sciences Library Network
Policy and Procedures Manual
Revision 1.3
April 11, 2008

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1.0 Introduction

The MAHSLIN by-laws define the activities of the organization. These by-laws determine a Board that will be composed of members with varying degrees of experience and knowledge of the organization. The by-laws define that there is continual but controlled changes within the organization and the membership of the Board. Overall governance, requirements of each position and the board's responsibilities to the membership are defined in the bylaws. However, the by-laws lack a more detailed description of the responsibilities of each board member that, provides continuity as the Board members change. The by-laws are not meant to reflect these changing activities. By-laws by nature are inflexible so that changes to them are carefully considered and require a general membership vote. This does not allow the flexibility needed to communicate to future board members their actual responsibilities and tasks.

In 2004-2005 MAHSLIN Procedure and Policy Manual was developed to meet the need to provide a consistent and flexible record for Board Members. The manual will document each board member's tasks and necessary procedures as they fulfill their responsibilities.

Changes to the Procedure and Policy Manual will be coordinated by the Past President and the MAHSLIN Executive Board will make recommendations for policy changes and edits. Certain changes will require a majority vote of the Executive Board. A record of revisions is maintained as the final section of the Policy & Procedure Manual.

2.0 Executive Board

2.1 Composition

The Executive Board consists of the officers of the corporation, which includes President, Vice President/President Elect, Secretary, Treasurer and the Immediate Past President, the Chairman of the Nominating Committee, and the Committee Chairs.

2.2 Appointment Methods

Officers are elected by the membership. The Vice-president/President Elect is elected by a majority at the Annual Meeting and then serves a total of three years; Year 1 as President Elect, Year 2 as President and Year 3 as Past President. Terms are completed at the end of the Annual Business Meeting.

The Secretary and Treasurer are elected by a majority at the Annual Business Meeting and serve a 2-year term. They may serve only 2 consecutive terms. Terms are completed at the end of the Annual Business Meeting

The Nominating committee members are elected by a majority at the Annual Business Meeting and serve a 2-year term. The committee consists of three members. The committee chooses the Chairman of the Nominating Committee. Terms are completed at the end of the Annual Business Meeting

The Committee chairs are appointed by the Vice President/President elect in the spring just prior to becoming President. Committee chairs' terms coincide with the current President. The Committee chairs may be reappointed for 4 consecutive terms. The Committee Chairs are:

- Archives
- ByLaws
- Education
- Membership
- Publicity Chair
- Resource Sharing

The Technology Liaison position is appointed by the incoming President and is usually the Technology staff person from the Regional Medical Library.

2.3 Executive Board's meeting schedule

The Executive Board meets 5 times each year. The minimum number required by the by-laws is 2. The Executive Board meets in June, September, November, January, and then March. Listed below is a general framework for meeting agenda items.

- June is the first meeting after the annual meeting and both incoming and outgoing board members attend to provide a transition for the various committee activities.
- September is the first meeting of the new board and by that time the plans for the annual meeting should be in motion.
- November planning continues and the nomination committee begins to look for the next year's officers.
- January meeting has traditionally been a meeting where the President invites all Chairs of the regional consortia and Directors of the Resource Libraries to a luncheon where each of the invited guests provides an overview of what is happening with their group or library.
- March meeting enables the group to finalize the planning for the Annual Meeting and formulate the plan for the Annual Business Meeting. Choices

for the MAHSLIN Hall of Fame Award and the MAHSLIN Professional Award will be made at this meeting as well.

2.4 Corporation Address

The by-laws indicate that the Board may change the mailing address when it deems necessary. The current plan is to change the mailing address every three years using the mailing address of the Vice President/President-Elect. The address will be kept the same as the Vice President/President-Elect moves through the offices of President-Elect, President, and Past-President. The next upcoming Vice/President will then change the address to their library business address. If for some reason, the person is not able to serve all three years, the current Vice President/President elect will take over the address.

2.5 Filing Corporation Reports

The Treasurer will file these reports with the appropriate fees with the state of Massachusetts.

The reports are:

- a. Commonwealth of Massachusetts Certificate of Change of Principal Office (M.G.L. Ch. 180, Section 10C); filed every three years or when needed according to Section 2.4 of MAHSLIN PP Manual
- b. Commonwealth of Massachusetts Annual Report (M.G.L. Ch. 180 Corporation Annual Report) due by May 15.
- c. Massachusetts Office of the Attorney General Division of Public Charities Form PC. To obtain the information needed to complete the PC form, a Federal 990 IRS form needs to be completed and sent to the state but the 990 does not need to be filed with the federal government.

The latest filing forms and instructions can be found at <http://www.sec.state.ma.us/cor/corpweb/cornpc/npcfrm.htm>

In 2004 with the approval of the Board, the Treasurer hired an accountant to help to complete these forms. The Treasurer can determine each year whether the services of an accountant would be needed to complete these forms.

The name and address of the accountant is:

John E. Corbett, Jr. CPA
Palmer & Corbett, PC
The Weston Office Building
30 Colpitts Road
Weston, MA 02493

2.6 Generic Board Duties

All board members are expected to do the following:

- ❑ Attend all Executive Board Meetings
- ❑ Update Board Members on any activities within the scope of responsibility
- ❑ Regularly send updates to the Webmaster for inclusion in the website and/or to the Publicity Chair for inclusion in the newsletter.
- ❑ Submit an annual report to the membership for the Annual Business Meeting
- ❑ At end of board term(s):
 - Submit any required documents to the archivist
 - Work with incoming board member to ensure a smooth transition

2.7 Executive Board Travel Reimbursement Policy

The MAHSLIN Board recognizes the need for officers, board members, committee chairs, and committee members and in special cases, members representing the MAHSLIN organization to be reimbursed for travel to and from meetings. MAHSLIN will allow for reimbursement within the scope of this policy. The traveling individual on behalf of MAHSLIN shall always seek to minimize the cost to MAHSLIN.

Private Vehicle Transportation

MAHSLIN will reimburse the traveler, when requested, the current United States of America Internal Revenue Service reimbursement rate. Tolls and parking expenses incurred in conjunction with the meeting will be also be reimbursed when requested.

For calculation purposes, mileage should be computed from the work location and not the residential home.

Lodging

If the travel distance is greater than 200 miles one way, one night lodging in a standard room, limited to the evening of the meeting or the prior night, will be reimbursed. Where possible, MAHSLIN travelers are encouraged to share a room, although this is not a requirement.

Airfare

MAHSLIN officers, board members, committee chairs, and committee members and in special cases, members who are required to attend full day meetings on behalf of MAHSLIN will be reimbursed for airfare expenses. The above policy on lodging applies as well. Long distance (greater than 200 miles one way) will require approval from the MAHSLIN board.

Requests for reimbursement must be made within 45 days of being incurred. A reimbursement form (see the attachments section) and receipts need to be submitted to the MAHSLIN Treasurer so that he/she can issue a check.

3.0 Elected Officers

3.1 President

Responsibilities:

- Presides at all meetings of the corporation and Executive Board.
- Schedules and determines the agenda of all meetings.
- Organizes annual business meeting by:
 - Preparing the business meeting agenda
 - Contacting representatives from the RML and NAHSL for updates
 - Chairing Annual Meeting
- The President shall be an ex officio member of all committees except the Nominating Committee.
- State representative for Massachusetts on the Executive Board of the North Atlantic Health Sciences Libraries (NAHSL) section of the Medical Library Association or appoints another Executive Board member to this responsibility

3.2 Vice President/President Elect

Responsibilities:

- To plan the Annual Meeting, which includes:
 - Forming a Planning and Program Committee and/or Committees
 - Setting the dates and chairing the meetings of the Planning and Program Committee and/or Committees
 - Taking care of all of the details of the Annual Meeting, including, but not limited to: location, date, speakers, communications, public relations, meeting registration details, audio-visual, catering, vendors, evaluation and budget.
 - Keeps MAHSLIN members informed about plans for the Annual Meeting.
- Attends MAHSLIN Board meetings, and regularly reports on Annual Meeting plans.
- Solicits the membership to fill committee chairperson vacancies for the year he/she will be President.
- In the absence of the president, performs the duties of the President.

3.3 Secretary

Responsibilities:

- Takes minutes of all MAHSLIN meetings and distributes to the Executive Board within two weeks of after a Board Meeting for review. Changes sent to the Secretary will be incorporated into the official minutes.
- Makes official minutes available for distribution to the Board prior to the meeting.
- Maintains an organized record of MAHSLIN minutes, correspondence, and other pertinent materials
- Notifies the membership of the date and agenda of the annual meeting and the slate for any elected officers 30 days prior to the annual meeting as specified in by-laws
- Notifies the membership of special meetings as specified in the by-laws
- Notifies the membership of any proposed by-law changes 30 days prior to the annual meeting as specified in the by-laws.

3.4 Treasurer

Responsibilities:

- Receives and disburses MAHSLIN monies
- Prepares a treasurer's report to be available for distribution with the Board Meeting packet one week prior to the meeting.
- Reports status of treasury at Executive Board Meetings and Annual Business Meeting
- Files necessary forms and tax returns relating to MAHSLIN incorporation and tax exempt status
- Provides annual reports as requested by the state and other governmental agencies. See section 2.5 Filing Corporation Reports.
- Prepares documentation for filing of annual tax return.
- Reports income and expenses from all MAHSLIN meetings to the Executive Board.
- Advises the Executive Board on all financial decisions.
- Arranges a smooth transition to the following treasurer

3.5 Immediate Past President

Responsibilities:

- Advises the officers and board.
- Updates and maintains the Policy and Procedures manual
- Presents the manual for annual review at the March Board meeting
- Shall vote at meetings of the Executive Board only in the event of a deadlock
- Responsible for MAHSLIN Hall of Fame award and the Paul Vaiginas Professional award which includes:
 - Solicit nominations for both awards from the general membership by March 1
 - Organize presentation as part of the Annual Business Meeting
 - Arrange engraving of the plaque and production of a certificate
 - Send biographies to Publicity Committee chairs for website and publicity releases.
- See the attachments for the criteria and other pertinent information.

3.6 Nominating Committee

Responsibilities:

- Prepare a list of candidates for the positions of Vice President/President Elect, Secretary, Treasurer, and Nominating Committee.
- Confirm that all candidates are members and have consented to serve.
- Notify Secretary at least one month prior to annual meeting so the membership can be notified of the slate in accordance with the by-laws.

4.0 Standing Committees

4.1 Archives

Objectives:

The primary objective of the Archives Chair, with the assistance of the Archives Committee, is to develop and maintain the MAHSLIN archives and to provide information from the archives on request.

Responsibilities:

- Evaluate, organize and preserve all reports, papers, documents and correspondence, which provide a history of MAHSLIN.
- Gather or receive from officers and committee chairs all materials of lasting value for the archives.
- Provide reference service and retrieve documents on request.
- Publicize the importance of the archives and the need for various types of information.
- Set up official guidelines for the archival collection.

- Serve as an appointed, voting member of the MAHSLIN Board, attend MAHSLIN Board meetings, report on the archives, and submit an annual report to the membership.

The archives should include, but not be limited to:

- A. Bylaws
- B. Policies and Procedures
- C. Minutes of Executive Board Meetings
- D. Financial Reports
- E. Annual Reports of Officers and Committees
- F. Newsletters
- G. Membership Directories
- H. Annual Meeting Packets
- I. Publicity Mailings
- J. Publications of MAHSLIN
- K. Official Correspondence

All above materials are to be submitted to the Archives annually by the Board members or Committee Chairs responsible for the specific items.

4.2 Bylaws

Objectives:

- Ensure that the corporation operates within the guidelines established by its by-laws
- Research potential changes to the by-laws.

Responsibilities:

- Provide Executive Board and membership with access to a current copy of the by-laws
 - Post by-laws to the MAHSLIN website.
 - Distribute paper copies to Executive Board members at September meeting.
- Provide Executive Board with research findings when requested.

4.3 Education

Objective: The primary objective of the Education chair with the assistance of the Education Committee is to select, develop and oversee continuing education opportunities for the MAHSLIN membership.

Responsibilities:

- Conduct a survey of the membership to see what their continuing education needs may be (this is done approximately every 2-3 years)
- Plans a minimum of two education programs per calendar year
- Identify subjects and topics for continuing education sessions
- Identify instructors and speakers
- Apply for CE units from MLA headquarters (if needed)
- Coordinates and/or manages all details of the continuing education session i.e., reserves conference room, orders refreshments, copies handouts, etc.
- Prepares evaluation form
- Collects evaluation data, uses this data for selecting other topics and subjects
- Works collaboratively with NAHSL and other groups to jointly plan educational programs
- Serves as an appointed, voting member of the MAHSLIN Board. Attends MAHSLIN Board meetings, regularly reports on continuing education activities, and submits an annual report to the membership each year.

4.4 Membership

Objectives:

- Maintain accurate information of membership
- Promote and recruit membership.

Responsibilities:

- Maintain the Membership database (an Access program)
 - Membership is on a calendar year basis
 - Members joining after September 1 have membership through the next calendar year
- Send out renewal forms at the end of the year for the new year's registration.
 - Send acknowledgement to the members renewed.
 - Periodically announce the Paid Member List to remind the members not sending in the registration yet.
 - Compile the following lists:
 - New members
 - Willing to serve
 - Mailing labels
 - Make copy of the form and check, send the original to the Treasurer.
 - Send Welcome Letter and LISTSERV signup Instructions to new members.
- Revise and Print MAHSLIN Brochures.
- Publish Membership Directory on the MAHSLIN website and keep entries up-to-date. Printed version of directory was discontinued in 2005.

4.5 Publicity

Objectives: To publicize MAHSLIN to library colleagues and whenever possible, to individuals in the community at large.

Responsibilities of publicity chair:

- Edits the *MAHSLIN NETWORK NEWS*, a quarterly publication that is sent out to members via the MAHSLIN-L list-serve. Duties include:
 - Soliciting news items and photographs from MAHSLIN members
 - Writing editorial pieces when appropriate
 - Editing news items submitted for publication
 - Designing and laying out the publication
 - Meeting deadlines for quarterly publication

- Develops publicity ideas to promote MAHSLIN within the state and beyond and looks for opportunities to publicize MAHSLIN to both professionals and laypersons in whatever capacity is appropriate. The Chair actively seeks publicity opportunities by having an overall goal in mind to accomplish during Chairmanship, which may involve, but is not limited to:
 - Writing and distributing press releases to local media
 - Developing publicity campaigns with specific themes
 - Forming subcommittees to pursue specific tasks
 - Hiring and working with contracted individuals, such as artists, writers, or production people
 - Fielding contacts from media personnel and granting interviews
 - Developing grants and administering grant funds
 - Exhibiting at professional meetings
 - Evaluating publicity efforts

- Serves as an appointed, voting member of the MAHSLIN Board. Attends MAHSLIN Board meetings, regularly reports on publicity activities, and submits an annual report to the membership each year.

4.5.1 Responsibilities of Webmaster:

- Reviews all content for timeliness and accuracy before it is posted to the web
- Responsible for the timely submission of updates to the contact at the host site
- Works with host site technical staff on web development.

4.5.2 Website Policy

Current URL is <http://www.mahslin.org>.

The website was planned in March 1996 and appeared in electronic form in August 1997. The first host was the University of Connecticut. Files were transferred to the University of Massachusetts Medical Center in 2000.

The MAHSLIN website serves the membership as a communication tool and resource. The website is a valuable component in supporting the mission ... "MAHSLIN serves as a professional resource to its members from the Massachusetts health sciences information community.

It is the responsibility of Board members and committee chairs to submit accurate, current information pertaining to their activities in a reasonable (timely) manner to the Webmaster (member of the Publicity Committee). See *Attachment 7.4: Website Update Schedule* for detailed update submission responsibilities.

Commercial sites are not included on the website, with the exception of the MAHSLIN Partners Page.

Current sections include:

- ❑ Annual Meeting
- ❑ Bylaws
- ❑ Calendar of Library Events
- ❑ Education Executive Board and Committee Chairs
- ❑ Awards including Hall of Fame and Professional Award
- ❑ ILL Statistics 2003
- ❑ MAHSLIN-L
- ❑ MAHSLIN Network News
- ❑ Membership Application
- ❑ Membership Directory
- ❑ Mission Statement
- ❑ Annual Reports from annual business meeting
- ❑ Picture Gallery
- ❑ WWW Links

4.6 Resource Sharing

Objective: The chair of the Resource Sharing committee is to monitor, facilitate and encourage resource sharing among MAHSLIN members. In some cases, the Resource Sharing Committee will assistance and advise the chair.

Responsibilities:

- **PLEASE NOTE: The MAHSLIN Executive Board voted on Nov. 30, 2006 to no longer collect ILL Statistics. The procedure outlined below is retained for historical purposes.**
- Coordinate the collection and compilation of annual interlibrary loan statistics from Massachusetts health science library consortia.
 - a. Design, edit or amend the MAHSLIN annual ILL statistics reporting form.
 - b. Post the form on the MAHSLIN website for easy access for reporting members.
 - c. Notify consortia chairs of statistics-gathering and reporting schedule.
 - d. Collect summary forms from consortia chairs and compile annual state summary statistics.
 - e. Present annual ILL statistical report to MAHSLIN at annual meeting.
- Foster resource sharing among members by:
 - f. Keeping oneself, and membership, where appropriate, apprised of the latest developments and trends in interlibrary lending.
 - g. Communicate, as needed, with the Region 8 NNLM/NER DOCLINE Coordinator.
 - h. Act as an advisor to the MAHSLIN membership with regard to any resource sharing questions or issues.
 - i. Undertake special projects, as needed or requested, to facilitate statewide resource sharing, such as group hardware upgrades, group purchasing contracts of knowledge-based information products, etc.

5.0 Other

5.1 Technical Liaison/Advisor

Objectives: To have up-to-date information and advice on technical issues when planning programs and services.

Vice President/President-elect in the spring just prior to becoming President will appoint a Technical Advisor whose term will coincide with the president. The Technical Advisor can be reappointed indefinitely. The Technical Advisor is not an executive board member. This position does not need to be filled if other members of the Board are able to handle the technical arrangements

The technical Liaison/Advisor is currently the Technology Staff person at the Regional Medical Library and assists with maintaining the membership database, as well as the MAHSLIN list serv and advises the MAHSLIN web master.

6.0 Revisions

February 3, 2005

April 8, 2005

- Section 2.5a added filing date for annual report
- Section 5.0 added Other section
 - 5.1 added Technical Advisor
- Section 6.0 changed Revisions section numbering

March 7, 2006

- Table of Contents 3.3, 3.4, 3.5 changed location of officer titles to correspond with body of document
- Section 3.3 Secretary/Responsibilities
 - Second bullet substituted “to the Board prior” for the original “with the Board Meeting packet one week”
 - Fourth bullet added “days”
- Section 3.5 Immediate Past President/Responsibilities
 - Added third bullet “Presents the manual for annual review at the March Board meeting”
- Section 4.3 Education/Responsibilities
 - Added second bullet “Plans a minimum of two education programs per calendar year
 - Sixth bullet substituted “manages” for the original “oversees”
- Section 4.4 Membership/Responsibilities
 - Under 1st bullet: added 1st and 2nd sub-bullets
 - Under 2nd bullet, added 6th sub-bullet

February 22, 2007

- Section 2.7 – Travel Reimbursement
 - Added new travel reimbursement policy approved by the Executive Board on 1/25/07
- Section 3.5 – Immediate Past President
 - Added new award – MAHSLIN Professional Award and clarified the MAHSLIN Hall of Fame award approved by the Executive Board on Sept. 28, 2006
- Section 4.6 – Collecting ILL statistics
 - Added statement about ceasing of collecting ILL statistics statewide per the Executive Board’s vote on Nov. 30, 2006.
- Attachments
 - Added criteria, process and awards for MAHSLIN Hall of Fame award and the Paul Vaiginas Professional Award
 - Added Reimbursement Form

April 11, 2008

- Section 2.2 Appointment Methods
 - Changed “Newsletter Chair” and “Web Chair” to “Publicity Chair”

Section 2.6 - Generic Board Duties

Added Website Update responsibility statement

Section 2.7 - Executive Board Travel Reimbursement Policy

Removed 2007 rate

Section 4.5 - Publicity

Eliminated references to co-chair

Eliminated some of the duties of the Publicity Committee
(photography and governmental relations)

Section 4.5.3 Website Policy

Added reference to Website Update Schedule

Added exception to no-commercial-sites statement (MAHSLIN
Partners page)

Attachments

Added Website Update Schedule

7.1 MAHSLIN Hall of Fame Award

Purpose: To recognize an outstanding member of MAHSLIN for a long, distinguished career in medical/health science librarianship

Criteria:

Membership Requirement:

- ❑ MAHSLIN member in good standing

Where in Career:

- ❑ At or near end of active professional career

Specific Focus:

- ❑ Contribution to the association

Special Consideration:

- ❑ Prolonged distinguished service to MAHSLIN

Award: The recipient will be honored at the MAHSLIN annual meeting each year and presented with a certificate and a lifetime membership in MAHSLIN. The recipient's name will be added to the MAHSLIN Hall of Fame plaque.

Nominations: Requests for nominations will be solicited from the MAHSLIN membership December through March 15 of each year. Nominations should include a letter of recommendation and any supporting documentation.

The current MAHSLIN Past President will receive the nominations and present them at the March MAHSLIN Board meeting. The MAHSLIN Board will vote and decide on the recipient.

Please note it is not mandatory to have a recipient every year.

Adopted and Approved: Sept. 28, 2006

7.2 MAHSLIN Professional Award

Purpose: Presented to an individual member for outstanding contribution(s) to the profession and/or MAHSLIN.

Criteria:

Membership Requirement:

- MAHSLIN member in good standing

Where in Career:

- N/A

Specific Focus:

- Notable or important contribution during past association year

OR

- Specific major achievement or specific significant contribution to the field of health sciences/medical librarianship

Special Consideration:

- Prolonged distinguished service to MAHSLIN

Award: The recipient will be honored at the MAHSLIN annual meeting each year and presented with a certificate and a \$150 scholarship for continuing education. (expiration date: 1 year from award date)

Nominations: Requests for nominations will be solicited from the MAHSLIN membership December through March 15 of each year. Nominations should include a letter of recommendation and any supporting documentation.

The current MAHSLIN Past President will receive the nominations and present them at the March MAHSLIN Board meeting. The MAHSLIN Board will vote and decide on the recipient.

Please note it is not mandatory to have a recipient every year.

Adopted and Approved: Sept. 28, 2006

7.3 Website Update Schedule

<u>Web Section Or Page</u>	<u>Board Member Responsible</u>	<u>Update Frequency</u>
MAHSLIN Homepage	Webmaster	update as needed; review annually
About MAHSLIN page	Publicity Committee Chair	update as needed; review annually
Annual Reports	President	post by June 1
Contact Us - Blurb	President	update as needed; review annually
Contact Us - Executive Board list	President	post by June 1
Our Mission	Publicity Committee Chair	update as needed; review annually
Membership and Executive Board blurb	President	update as needed; review annually
Rules & Regulations - Blurb	Bylaws Committee Chair	update as needed; review annually; post changes by June 1
Rules & Regulations - Bylaws online	Bylaws Committee Chair	update as needed; review annually; post changes by June 1
Rules & Regulations - P&P manual	Past-President	update as needed; review annually; post changes by June 1
Our Partners - Blurb and Partners page	President-Elect	post updated list by February 1
Education page	Education Chair	List all programs on the blog at least 30 days prior to program Chair will decide to retain or delete past programs on blog List past programs on static part of Education page with links to previous programs, handouts, etc. Chair will determine a cut-off date (e.g., 5 years) List programs sponsored by NE library organizations. List national opportunities for CE on CE list
Annual Meeting page	President-Elect	update as needed each section (below):
"MAHSLIN Annual Meeting" section	President-Elect	update in June and in February
Post-meeting summary	President	send summary to President-Elect by June 1
Save the Date announcement page	President-Elect	January 1st
Invitation	President-Elect	February 1st

Program	President-Elect	March 1st
Registration form	President-Elect	March 1st
Picture Gallery	Publicity Committee Chair	post new photos by September 1
Hall of Fame	President	post names and bios by June 1
Professional Award	President	post names and bios by June 1
Join Us page	Membership Chair	update as needed; review annually in Dec. Post new
Application form	Membership Chair	application form for the following membersh year by Oct 1
Our Members (Membership Directory)	Membership Chair	update at least once/quarter
MAHSLIN Network News	Network News Editor	write and post quarterly issues
Other Resources page	Webmaster	update as needed; review annually
Our Members (Membership Directory)	Membership Chair	update at least once/quarter
MAHSLIN Network News	Network News Editor	write and post quarterly issues
Other Resources page	Webmaster	update as needed; review annually

Adopted and Approved, March 28, 2008



MAHSLIN
Massachusetts
Health Sciences
Library Network

Reimbursement Form

Date Requested _____

Amount

Payable To (with address):

Reason for Request:

Requested By:

Please attach receipts if applicable.

