

Chapter:

Unit Name:

Unit #:

Faxed/Email?  Yes  No

Date: Fax/Email

Date:  
Submitted to PAC

<b>Section 1</b>		<b>Check Request (Sections 3 &amp; 6 or Sections 2 &amp; 6)</b>			
Payee				<b>An expense &amp; deposit cannot be included on the same TPF1; unless this is an Advance Clearing (Section 2-B).</b>	
Mail To					
Address					
City State Zip					
<b>Section 2 -A</b>		<b>Advance Request (Section 1 &amp; 6)</b>		<b>Section 2-B</b>	
<b>Advance Clearing (Applicable Sections)</b>					
Advance Amount	\$	Amount of Original Advance		\$	
Date of Event		Amount Spent (Section 3 & 6)		\$	
<u>Description of Event - Account Code 1110</u>		Amount Returned (Section 4 & 6)		\$	
		Amount Due (Section 1, 3, 6)		\$	
		<b>Original Advance Payee &amp; Check #</b>			
<b>Section 3</b>		<b>Expenses (Sections 1, 3, &amp; 6)</b>			
Expense Date	Account Code	Description		Amount	
				\$	
				\$	
				\$	
				\$	
				\$	
				<b>Total</b>	\$
<b>Section 4</b>		<b>Deposits (Sections 4 &amp; 6)</b>			
Date	Account Code	Description		Taxable	Amount
				<input type="checkbox"/>	\$
				<input type="checkbox"/>	\$
				<input type="checkbox"/>	\$
				<input type="checkbox"/>	\$
				<input type="checkbox"/>	\$
				<b>Total</b>	\$
<b>Section 5</b>		<b>Transfers (Sections 5 &amp; 6)</b>			
From (unit or account)	To (unit or account)	Account Code From/To		Description	Amount
					\$
					\$
					\$
					\$
				<b>Total</b>	\$
<b>Section 6</b>		<b>Approvals (Please Print Clearly)</b>			
Submitted By:			Approved By & Title:		
Telephone #:			Signature:		
Submitted Date:			Telephone #:		
<b>Note: Person incurring expenses cannot be the same as the person approving the expense.</b>			Approved Date:		
			Treasurer Initial:		

Pioneer Accounting Center - 930 15<sup>th</sup> Street, 12<sup>th</sup> Floor Denver, CO 80202

Toll Free Fax: (888) 477-3351

Local Fax: (303) 571-9291

