

AUTHORIZATION FOR PAYMENT Southwest Association of College and University Housing Officers

SWACUHO is exempt from federal taxes. SWACUHO is not exempt from sales tax in any state.

When payment/reimbursement is requested for a budgeted expenditure, please complete this form and send it with the invoice to the Treasurer. Any request for payment of a non-budgeted expense should be communicated to the President for approval prior to receiving reimbursement. SWACUHO is a non-profit organization.

Committee to be Charged:

Amount of payment: Budget Year:

Budget Category to which expense should be applied:

Services rendered/Items purchased:

Payment/Reimbursement payable to:

Payment method: mail check to address below

- hand deliver check at annual conference
- pay via debit card

Committee Chairperson Signature:

Date:

Email to:

Katy Pelton
SWACUHO Treasurer 2018-2020
swacuhotreas@gmail.com