

Attachment 5

**BOEING
MANAGEMENT
ASSOCIATION**

REQUEST FOR FUNDS - FORM "A"

Date: _____
For Fiscal Year (FY): _____
Committee or Region Name: _____

To: _____ Christopher Sales, M/C 80-RX
(Region Treasurer) (Executive Board)

NOTE: Type or use ink to complete this form. Include original or 1 copy of all invoices.

Subject: REQUEST FOR APPROVAL

If the materials and/or services billed on the attached invoice or contract have been received in good order, your approval to authorize the BMA Board of Control Treasurer to pay the same is requested.

Pay to: _____
Mailing Address: _____

Amount: _____
For (Event): _____
Date of Event: _____

Invoice/Contract: _____ Yes (Attached) _____ No (Advance Request)
Account Chargeable: _____
Treasurer Approval: _____ (Region) _____ (Executive Board)
Requested by: _____

TO BE COMPLETED BY
ASSISTANT TREASURER: _____

Voucher No. _____
Check No. _____
Amount Paid \$ _____
Check Date _____

RETURN WITH ATTACHED INVOICES
OR CONTRACT TO: _____

Jesse Maciel, Executive Board Assistant Treasurer
Boeing Management Association
M/S 9U-CJ, Telephone (206) 852-1686

TO BE COMPLETED BY ASSISTANT TREASURER:

Date check mailed: _____
Initials: _____

**BOEING
MANAGEMENT
ASSOCIATION**

BUDGET AND EXPENDITURES REPORT – FORM “E”

Committee or Region Name: _____

To: _____ Region Treasurer

cc: _____ Region Vice President *

* Chapter Vice President send a copy of this form to the Calendar Administrator.

Event Name: _____ Event Date: _____

Advance Amount(s):	
Expenses Itemized (Invoices or Contracts Attached):	
Total Expenses	
Revenues:	
Payroll Deductions/ Include a copy of the participants list from the web.	
Checks	
Total Revenues	
Recapitulation:	
(a) Total Expenses	
(b) Total Revenues	
(c) Amount Subsidized by BMA (a) minus (b)	
(d) Original Subsidy Allocation	
Budget Overrun (c) minus (d)	
Budget Underrun (d) minus (c)	
Unused Advance Funds Returned to BMA	

Number of Attendees:
 North _____ Gold Card _____ Event Coordinator: _____
 Central _____ Telephone: _____
 South _____ Total _____ Date: _____