

# BSSDC Check Request

Date Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_ Please enclose receipts

Payable To: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Amount: \_\_\_\_\_

Category of expense: \_\_\_\_\_

(Check below and describe further here if required)

- |                                      |   |                           |  |
|--------------------------------------|---|---------------------------|--|
| <b>Advertising</b>                   | <input type="checkbox"/> Magazine                                 | <b>Insurance</b>          | <input type="checkbox"/> Business Liability  |
|                                      | <input type="checkbox"/> Website hosting                          | <b>Legal Professional</b> | <input type="checkbox"/> Bookkeeper          |
|                                      | <input type="checkbox"/> Del Mar Fair                             | <b>Meeting Expenses</b>   | <input type="checkbox"/> Hospitality         |
|                                      | <input type="checkbox"/> Membership Flyers                        |                           | <input type="checkbox"/> Speaker fees        |
| <b>Bead Bazaar</b>                   | <input type="checkbox"/> Advertising                              |                           | <input type="checkbox"/> Travel and Lodging  |
|                                      | <input type="checkbox"/> Equipment Rental                         |                           | <input type="checkbox"/> Rent                |
|                                      | <input type="checkbox"/> Hospitality                              |                           | <input type="checkbox"/> Equipment           |
|                                      | <input type="checkbox"/> Licenses and permits                     | <b>Membership</b>         | <input type="checkbox"/> Supplies/postage    |
|                                      | <input type="checkbox"/> Rent                                     |                           | <input type="checkbox"/> Name badges         |
|                                      | <input type="checkbox"/> Supplies                                 | <b>Miscellaneous</b>      | <input type="checkbox"/> Misc. business exp. |
| <b>Equipment Rental</b>              | <input type="checkbox"/> P.O. Box                                 | <b>Newsletter</b>         | <input type="checkbox"/> Printing            |
| <b>Gallery 21</b>                    | <input type="checkbox"/> Equipment rental                         |                           | <input type="checkbox"/> Postage             |
|                                      | <input type="checkbox"/> Venue rent                               | <b>Office Supplies</b>    | <input type="checkbox"/> General             |
|                                      | <input type="checkbox"/> Supplies                                 | <b>Outreach Programs</b>  | <input type="checkbox"/> Supplies            |
|                                      | <input type="checkbox"/> Advertising                              | <b>Prizes</b>             | <input type="checkbox"/> Del Mar Fair        |
|                                      | <input type="checkbox"/> Hospitality                              |                           | <input type="checkbox"/> Bead Challenge      |
| <b>Gifts</b>                         | <input type="checkbox"/> Gift (describe above)                    | <b>Rent</b>               | <input type="checkbox"/> Storage Unit        |
| <b>Honorariums<br/>and Donations</b> | <input type="checkbox"/> Mingei Intl Museum                       |                           |  |
|                                      | <input type="checkbox"/> Non-profit bead related<br>organizations |                           |  |

Check Number: \_\_\_\_\_

Paid Date: \_\_\_\_\_