



CHECK REQUEST & DEPOSIT FORM

Please choose one:

MAC

BACC

WMCC

Check Request

Deposit

| | |
|---|--|
| Date Requested/Deposit Sent: | |
| Date Check Required: <i>(NA for Deposit)</i> | |
| Check Payable To: <i>(NA for Deposit)</i> | |
| Check To: <i>(NA for Deposit)</i> | |
| Address: <i>(NA for Deposit)</i> | |
| | |
| Contact Telephone/email: | |
| Your Name: | |
| Your Telephone/email: | |

Send Confirmation To this email:

Check if Email Confirmation is Required for Transaction:

Not Required

Requester

Contact

| Enter Account Code | Describe (include invoice #) | Total |
|--------------------|------------------------------|-------|
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| | | |

Grand Total

Submitted By:

Date:

Approved By:

Date:

| | | | CHAPTER | BACC | WMCC | Description |
|------|-------------------------|---------------------------|---------|------|------|---|
| | <u>Income</u> | | | | | |
| 1000 | Member Rebates | | | | | IIDA Membership |
| 1100 | Partnership | | | | | Annual Partners |
| 1200 | Registration | | | | | Entry Fee Income |
| 1201 | Registration | Forums | | | | |
| 1202 | Registration | CEU's | | | | |
| 1203 | Registration | The Premiere | | | | |
| 1204 | Registration | Sustainable Education | | | | |
| 1205 | Registration | Design Awards | | | | |
| 1300 | Sponsorship | | | | | Event Sponsorship |
| 1301 | Sponsorship | Forums | | | | |
| 1302 | Sponsorship | CEU's | | | | |
| 1303 | Sponsorship | The Premiere | | | | |
| 1304 | Sponsorship | Sustainable Education | | | | |
| 1305 | Sponsorship | Spring Signature Event | | | | |
| 1306 | Sponsorship | Summer Signature Event | | | | |
| 1307 | Sponsorship | Fall Signature Event | | | | |
| 1400 | GRA Grant | | | | | |
| 1500 | Bank Interest | | | | | |
| 1600 | Dividend | | | | | |
| 1700 | Misc. | | | | | |
| | <u>Expenses</u> | | | | | |
| 2000 | Bank Service Fees | | | | | |
| 2100 | Catering/Venue | | | | | Food and venue rental or cleaning |
| 2101 | Catering/Venue | Forums | | | | |
| 2102 | Catering/Venue | CEU's | | | | |
| 2103 | Catering/Venue | The Premiere | | | | |
| 2104 | Catering/Venue | Spring Signature Event | | | | |
| 2105 | Catering/Venue | Summer Signature Event | | | | |
| 2106 | Catering/Venue | Fall Signature Event | | | | |
| 2200 | Communication | | | | | |
| 2201 | Communication | E-Blasts | | | | |
| 2202 | Communication | Website | | | | |
| 2300 | Contribution & Donation | | | | | |
| 2301 | Contribution & Donation | MD Coalition | | | | |
| 2302 | Contribution & Donation | DC Coalition | | | | |
| 2303 | Contribution & Donation | VA Coalition | | | | |
| 2304 | Contribution & Donation | National Bldg. Museum | | | | Annual sponsorship |
| 2305 | Contribution & Donation | Green Tie Affair | | | | Annual sponsorship |
| 2306 | Contribution & Donation | Event Tickets | | | | Chapter officers to event |
| 2307 | Contribution & Donation | NCIDQ Award | | | | |
| 2308 | Contribution & Donation | Builder's Ball Seed Money | | | | Bi-annual support |
| 2400 | Credit Card Fees | | | | | |
| 2500 | Design Center Rent | | | | | |
| 2600 | Event Expenses | | | | | Equipment rental, flowers, video services |
| 2601 | Event Expenses | The Premiere | | | | Travel and meals for guest |
| 2602 | Event Expenses | Spring Signature Event | | | | |
| 2603 | Event Expenses | Summer Signature Event | | | | |
| 2604 | Event Expenses | Fall Signature Event | | | | |
| 2700 | Accounting | | | | | Fees to HQ |
| 2800 | Income Tax Prep | | | | | |
| 2900 | Insurance | | | | | |
| 3000 | License & Permits | | | | | |
| 3100 | Meetings/Incidentals | | | | | Food, supplies, travel |
| 3101 | Meetings/Incidentals | Annual Meeting | | | | |
| 3102 | Meetings/Incidentals | CLC Meeting | | | | |
| 3103 | Meetings/Incidentals | Monthly Meetings | | | | |
| 3104 | Meetings/Incidentals | Board Retreat | | | | |
| 3106 | Meetings/Incidentals | Officer Expenses | | | | networking, committee work, supplies |
| 3400 | Printing & Graphics | | | | | |
| 3401 | Printing & Graphics | The Premiere | | | | |
| 3402 | Printing & Graphics | Design Awards | | | | Certificates |
| 3403 | Printing & Graphics | Spring Signature Event | | | | |
| 3404 | Printing & Graphics | Summer Signature Event | | | | |
| 3405 | Printing & Graphics | Fall Signature Event | | | | |
| 3500 | Public Relations | | | | | Advertising, giveaway's |
| 3501 | Public Relations | IIDA Annual Submission | | | | |
| 3502 | Public Relations | NeoCon East Booth | | | | |
| 3503 | Public Relations | Spring Signature Event | | | | |
| 3504 | Public Relations | Summer Signature Event | | | | |
| 3505 | Public Relations | Fall Signature Event | | | | |
| 3600 | Recognition Awards | | | | | Annual meeting honorees |
| 3601 | Recognition Awards | Design Awards | | | | trophy |
| 3700 | Delivery/Postage | | | | | |
| 3701 | Delivery/Postage | P.O. Box fee | | | | Annual rental for 2020 Pennsylvania |