



*Georgia Association of Educational Office Professionals*

*Expense Form*

TO: GAEOP President

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Payment of Expenses

Please approve the attached bill for payment in the amount of \$\_\_\_\_\_.

This is to cover expenses for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make check payable to: \_\_\_\_\_

And mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

\_\_\_\_\_  
President Date

Budget Line Item: \_\_\_\_\_

**ALL** expenses **must** be approved by the President **BEFORE** payment is made. In the President's absence, the President-Elect may approve expenses.

GAEOP-8/2001/aml