

# San Diego–Imperial Area Assembly Payment Request

Name: \_\_\_\_\_

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

## BUDGET CATEGORY

### AREA OFFICERS

- A. Delegate
- B. Alternate Delegate
- C. Chair
- D. Secretary
- E. Registrar
- F. Treasurer
- G. Other Officer Exp.

### H. STANDING COMMITTEE

- 1. Accessibility
- 3. Archive
- 5. C.P.C.
- 6. Finance
- 7. Grapevine/La Vina
- 8. Information Technologies
- 9. Literature
- 10. Newsletter
- 11. Policy
- 12. Spanish Translation – written
- 13. Young People’s A.A.
- 14. Armed Services

### I. AD-HOC COMMITTEE

- 1. Area Inventory

### J. AREA LITERATURE

- 1. Grapevine/La Vina
- 2. Literature

### K. AREA EVENTS

- 1. DCM Sharing Session
- 1a. DCM S.S. Prep Mileage
- 2. R.O.O.T.S.
- 4. Unity Day
- 5. DCM/CC Training Workshop
- 6. Area Sharing Sessions/Workshop
- 7. I.T. Conference
- 8. Hispanic Women’s Workshop
- 8a. Hispanic WW Prep. Expenses
- 9. Archivist Convention

### N. UNBUDGETED EXPENSE / REALLOCATION ITEM

- List: \_\_\_\_\_
- List: \_\_\_\_\_

### L. AREA ADMINISTRATION

- 1. Area Assembly Rent
- 2. Area Assembly Flyers
- 3. Area Assembly GSO Visitor
- 4. Area Comm. Mtg. Rent
- 5. Area Comm. Mtg. Supplies
- 6. Area Workbooks
- 7. Bank Service Charge
- 8. Bank Check Printing
- 9. DCM Manual
- 10. GSR Orientation Kits
- 11. Liability & Property Insurance
- 12. Liaison-Imperial County
- 13. Tax Preparation
- 14. Storage
- 15. Oral Interpretation (Spanish)
- 16. USPS P.O. Box Rent
- 17. A.S.L. Interpretation
- 18. Archives Storage
- 19. Zoom

### M. EQUIPMENT

- 1. Tech equipment & repair
- 1a. Software & Subscriptions
- 2. IT Supplies
- 3. Equipment & Maint
- 4. Area Website/Hosting

<b>Itemize expenses: <i>Attach receipts/documentation</i></b>	
Description	Amount
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>Total</b>	

### PAYMENT REQUEST

<b>Payable to (Name)</b>	
<b>Amount</b>	
<b>Address</b>	
<b>City/Zip</b>	
<b>Email</b>	
<b>Venmo</b>	