

AFFILIATE DISBURSEMENT FORM

SAARA OF VIRGINIA, INC.
 4202 Park Place Court,
 Suite B
 Glen Allen, VA
 23060-3329

Phone: 804-762-4445
 Fax: 804-762-4333
 Email:
 Director@saara.org

The following disbursement procedures shall be implemented to ensure that SAARA of Virginia is in compliance with 501 (c) (3) standards and generally accepted accounting principles (GAAP).

1. An Officer of the affiliate Board of Directors shall submit a disbursement form and SAARA of Virginia shall pay the vendor directly. SAARA of Virginia shall require a minimum of 30 days notice that the disbursement form will be received by SAARA of Virginia, for payment to the vendor.
2. In the event of request for disbursement of funds for cash advances that exceed the affiliate balance, the advance cash disbursement shall be paid to the Affiliate Treasurer upon approval of the Executive Director.
3. All receipts for purchase must be attached for approval.

AFFILIATE ADDRESS & CONTACT NAME:

VENDOR ADDRESS, CONTACT, PHONE NUMBER

Quantity	Item	Units	Description	Discount %	Taxable	Unit Price	Total
Subtotal							
Tax							
Shipping							
Miscellaneous							
Balance Due							

FOR SAARA OF VIRGINIA USE ONLY.

Date Issued	Vendor Invoice Number	Affiliate Phone Number	Officer Submitting	Executive Director Approval	SAARA Paid Date	SAARA Check No.	Comments

REMITTANCE
 Customer ID:
 Date:
 Amount Due:
 Amount Enclosed: