



LODGE ACCOUNT ACTIVITY

Date

FROM ACCOUNT

TO ACCOUNT

CHECK REQUEST

TRANSFER

- 1-2371-087-00 Hopi Chapter
- 1-2371-086-00 Lakota Chapter
- 1-2371-080-00 Pawnee Chapter
- 1-2371-081-00 Serrano Chapter
- 1-2371-082-00 Wappo Chapter
- 1-2371-084-00 Wiyot Chapter
- 1-2371-083-00 Lodge
- 1-2371-085-00 NOAC
- 1-2371-088-00 Conclave

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Enter Amounts Requested for Reimbursement:

	Description of Expense	Qty	Cost	Total
1			\$ -	\$ -
2			\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
10			\$ -	\$ -
			TOTAL	\$ -

SEND TO:

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

APPROVALS

CHIEF _____
LAY ADVISER _____
STAFF ADVISER _____
<input type="checkbox"/> LEC - For Special Resolution Items Date _____

ACCOUNTING INFO

<input type="checkbox"/> BUDGETED ITEM	<input type="checkbox"/> ADD TO BUDGET
<input type="checkbox"/> EVENT _____	
<input type="checkbox"/> INPUTTED	<input type="checkbox"/> ACCT. VERIFIED
<input type="checkbox"/> ACCT. _____	

REIMBURSEMENTS FOR LODGE OR CHAPTER EXPENSES

Any Member of the Lodge may request a pre-payment or reimbursement of expenses incurred for Lodge Business provided such pre-payment or reimbursement has been authorized by the LEC (Lodge Executive Committee). If you don't know whether you the LEC has aut

PAYMENT PROCESSING TIME

A properly submitted request for payment will take between 7 and 15 business days to process. This processing time depends on the day of the month and accounting work load. Pre-plan your need date and request reimbursements or pre-payment at least 20 busi

IDENTIFYING AUTHORIZATION FOR REIMBURSEMENT

Authorization for reimbursement is provided by resolution (approval) of the LEC (Lodge Executive Committee). The LEC must vote in favor of a motion to pay out money. There are two types of resolutions approving reimbursement as identified below. The Lodge

1. An Approved Lodge Budget item. At the beginning of the year a Lodge Budget is approved by a vote (resolution) of the LEC. The approved Lodge Budget authorizes pre-determined payments for most Lodge expenses. For reimbursement amounts less than the budg

2. A Special Resolution of the LEC. Any item not in the Lodge Budget or for one time requests the LEC (Lodge Executive Committee) and Key-3 must authorize any payments. Any Budgeted item over the approved Lodge Budget must receive approval via a Special R