



Indiana Library Federation Financial Transaction Request Form

NOTE: The form is sent with receipts to the unit's chair or officer who authorized the transaction, whereby it is then sent to the unit treasurer who then submits the form for reimbursement to the ILF office. ILF requests all financial forms to be submitted within 60 days for reimbursement.

_____	_____
Unit Chair or Officer Authorizing Transaction	Unit
_____	_____
Unit Treasurer, if applicable	Date Submitted

The purpose of this transaction (please check one):

- Request that money be deposited in a Federation account.
Checks and/or money totaling \$_____ are enclosed with this form.
- Request reimbursement from the Indiana Library Federation.
Attach proof of expenditures or specific details of mileage to be reimbursed.
- Request that a bill be paid by the Federation.
Attach the original bill. Keep a copy for your unit records.
- Request a transfer of funds from one Federation account to another. If this transaction is associated with a specific bill, please attach the original paid bill.

Explain the specific nature of the transaction below, specifying whether the deposit or transfer expenditure relates to a unit conference, another kind of unit activity, or some other Federation business. Continue on another page if necessary.

Conference Profit Account

If this is a transfer from a conference profit account, what is the projected CPA balance after transfer? _____

For reimbursement or bill request, print the complete name, address, and telephone number of the person/vendor to whom the payment should be made:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Total Payment/Reimbursement: _____

Return to: Indiana Library Federation, 941 E. 86th Street, Suite 260, Indianapolis, IN 46240
Phone: (317)257-2040, Fax: (317)257-1389 ILF Processing Date: _____