



**ANNAPOLIS NAVAL SAILING ASSOCIATION**

**Dual Purpose: Receipt Transmittal OR Expense Authorization**

1. **Originated** or Submitted by: \_\_\_\_\_ **Date** originated \_\_\_\_\_

Position in ANSA: Commodore, VCom, RCom – Operations, RCom – Training, Fleet Capt, or Secretary.

2. <b>Budget Category</b> applicable to funds receipt or expense: (circle applicable account).	
Program	Membership, Training, Club-Ops, Personal Use, Activities, Facilities, Other ____
Association	Registration, Filings, Taxes, Insurance, Ketch-All, Other ____
Provide supplemental information to fit precise budget item (i.e. Brunch 1/29, Intrepid fuel etc.)	

3. **Receipt Transmittal:** (Money **TO** ANSA funds) (*Omit paragraphs 4, 5, 6, and 7*) Purpose (such as Membership, Training, Float Plan, Boat rental, etc.) List on reverse or attach sheet showing each check received with name, date, check number and amount. Checks only (no cash) to be payable to (or endorsed to) "ANSA".

=====OR=====

4. **Expense Reimbursement Authorization** (Money **FROM** ANSA funds) (*Omit paragraph 3*)

<b>Expenses up to \$200 per item:</b>	<b>Expenses over \$200 per item:</b>
No advance authorization required	Before incurring expense, secure prior authorization in
Attach original receipts/invoice	paragraph 5 below
(skip paragraph 5 below)	Complete paragraph 6 below
Complete paragraph 6 below	Attach all receipts/invoice
Submit to Treasurer	Submit to Treasurer

**5. Expense Authorization from Commodore**

Date	Budget Category, Vessel,	Description	Amount \$

Pre-Approved: (Signature, Date):

**6. Expense Reimbursement – Approved by:**

**Date:**

Date	Budget Category, Vessel, Function	Description	Amount \$

7. **Check.** If amount is different in paragraph 6 – reason:

Check payable to	
Address for check	

=====AND=====

8. **Submit with attachments** to: ANSA, 6807 Crofton Colony Court, Crofton, MD 21114

9. **Certification:** I certify that this expenditure was solely for the benefit of ANSA or this receipt transmittal comprises the total collected for the event listed on the reverse.

**Signed** \_\_\_\_\_