

# OTVARC AND ~~SEA-PAC~~ PAYMENT REQUEST

**Date:** Click or tap to enter a date.

**This expense is for:** OTVARC  SEA-PAC   
**Make Payment to:** Requester  Another person or Business   
**Payment Method:** Check  Please Pay via Credit Card (only for business payments)

**PAYMENT INSTRUCTIONS** ATTACH ALL RECEIPTS, PAYMENT INSTRUCTIONS, EMAIL DOCUMENTATION, INVOICES, CONTRACTS, ETC.

**Check Payable to:** \_\_\_\_\_  
**Send Payment to:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_

ITEMS	AMOUNT	ACCOUNT OR <del>SEA-PAC</del> COMMITTEE TO CHARGE
<b>Total:</b>		

**BUSINESS JUSTIFICATION** PLEASE PROVIDE AN EXPLANATION OF THE BUSINESS PURPOSE FOR THE PURCHASES

Click or tap here to enter text.

**SIGNATURES AND APPROVALS** FOR ~~SEA-PAC~~, APPROVALS MUST BE FROM THE COMMITTEE CHAIR OR THE EVENT CHAIR.

**Requestor Signature:** \_\_\_\_\_ **Call Sign:** \_\_\_\_\_  
**Requestor Email:** \_\_\_\_\_ **Requestor Phone:** \_\_\_\_\_  
~~SEA-PAC~~ Committee or Event Chair Approval: \_\_\_\_\_ **Call Sign:** \_\_\_\_\_

**SUBMIT COMPLETED FORM**

**For ~~SEA-PAC~~:** Email to reimbursement@seapac.org      **For OTVARC:** Email to reimbursement@otvarc.org

**OFFICE USE ONLY**

**Date Paid:** \_\_\_\_\_ **Payment Number:** \_\_\_\_\_  
**Recorded:** SEA-PAC  OTVARC

This is the new reimbursement form with the changes as requested by the OTVARC Board.

Please remember that the OTVARC Board is requiring the appropriate approvals, which means that "one level up" is the approver. This also means that a SEA-PAC Committee Chairperson cannot approve their own reimbursement request.

- If the requestor is a volunteer or member of a committee, but not the Committee Chairperson, then the Committee Chairperson can approve. Example: Melissa approves Jerry's request for payment for registration and prize ticket supplies.
- If the requestor is a Committee Chairperson, then the Event Chairperson can approve. Example: Barbara approves Delvin's request for payment for space rental.
- If the requestor is Barbara, the Event Chairperson, then John Bucsek, who is the OTVARC President and Executive Committee member can approve.

Email addresses have been set up for submission of completed forms: For SEA-PAC please use [reimbursement@seapac.org](mailto:reimbursement@seapac.org) and for OTVARC please use [reimbursement@otvarc.org](mailto:reimbursement@otvarc.org). Please be sure to submit your form to the proper email.

Do not combine OTVARC and SEA-PAC expenses on a single request unless absolutely necessary.

If you have questions, please contact Melissa Nelson.