

# GLMA, INC.

Fiscal Year \_\_\_\_\_

Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<i>Office Use Only</i>	
Voucher # _____	
Check # _____	Date _____

Detailed purpose:

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone # and email: \_\_\_\_\_

**Authorized by** President, Coordinator, Treasurer or District Chair: \_\_\_\_\_

## Budget Categories

### **Admin. Expense:**

Accounting	\$ _____
Bank Charge	_____
Board Meeting	_____
Consulting Fee	_____
Gifts	_____
Incorporation Fee	_____
Insurance	_____
Legal Fee	_____
Meeting	_____
Miscellaneous	_____
Office Copies	_____
Postage	_____
Printing	_____
Supplies	_____
Travel	_____

<b>District</b> _____	_____
<b>GAMA</b>	_____
<b>Govt Relations</b>	_____
<b>Library Legis Day</b>	_____
<b>Media Festival</b>	_____
<b>Miscellaneous</b>	_____
<b>President Expense</b>	_____
<b>President-Elect Expense</b>	_____
<b>Prof. Development</b>	_____
<b>Reading Bowl</b>	_____
<b>Refund – expense</b>	_____
<b>Special Events</b>	_____
<b>Website</b>	_____

**Total Expenses** \$ \_\_\_\_\_

### **Awards:**

AASL Conf	_____
Mini-Grants	_____
MSY	_____
Presidents Award	_____
SIRS	_____

### **Conferences:**

Chair lodging	_____
Hotel Mtg. Room	_____
Miscellaneous	_____
Postage	_____
Printing	_____
Refreshments	_____
Supplies	_____
Transportation	_____

<b>Attach receipts and mail to:</b> GLMA, Inc. c/o JLH Consulting 2711 Irvin Way, Suite 111 Decatur, GA 30030
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