

AKR Funds Disbursement Request Form

Instructions for Use: This form is required for ALL types of AKR funds disbursements including: a) the requestor has expended funds and is requesting reimbursement, b) the requestor will be expending funds and requires an advance, c) the requestor is presenting an invoice for items or services ordered from a vendor and requesting payment directly to that vendor. Multiple invoices to the same vendor can be combined. No individual can be both requestor and authorizing officer. Forms faxed or scanned and emailed are valid. **Please Print All Form Entries Except Signatures**

Disbursement Type (check one) <input type="checkbox"/> Invoice, <input type="checkbox"/> Advance, or <input type="checkbox"/> Reimbursement		Attach Documentation e.g., Vendor Invoice or Original Funds Request Communication
Expense Date (incurred or anticipated) ____/____/____	Related Event or Activity _____ (seminar name, project designation, etc.)	
Items/Services Required/Received _____ _____ (be sure to include adequate justification and detailed cost itemization if possible – attach additional pages if necessary)		
Pay To Type (check one) <input type="checkbox"/> Vendor, <input type="checkbox"/> Requestor, or <input type="checkbox"/> Renmei	Renmei Name _____	
Pay To Routing Name: _____ Address: _____		
Original Request Currency (Yen, USD, etc.) _____	Original Request Amount _____	Exchange Rate to USD _____
Total USD Requested _____	Source of Funds <input type="checkbox"/> General Fund <input type="checkbox"/> Andrew West Fund <input type="checkbox"/> Other _____	
Requestor (may be AKR Treasurer)		
Printed Name _____	Renmei/Office Held _____	
Signature _____	Signature Date ____/____/____	
AKR Authorizing Officer (Not Treasurer)		
Printed Name _____	AKR Office Held _____	
Signature _____	Signature Date ____/____/____	
Treasurer's Transaction Completion Confirmation		
Means of Completion (indicate cash or include check number, wire transfer number, etc): _____ _____		
Signature on Completion _____	Completion Date ____/____/____	