

Social & Environmental Entrepreneurs (SEE)

Disbursement for Goods Form

Instructions: Please fill out this form completely and attach legible copies of receipts to 8 1/2 x 11 paper (number the pages) and **fax mail or email** to the address below. The signature of the Project Director is required for all disbursement forms.

MAKE CHECK PAYABLE TO:

Name: _____

Date: _____

Address: _____

SEE Project Name: _____

City, State: _____

Project Telephone: _____

Zip, Country: _____

Project Email / Fax: _____

Memo: _____

Please write payment method (check, electronic transfer, wire transfer): _____

If none are selected, the default payment will be via check.

From which page(s) of your receipts	Expense Categories	How it relates to the project	Amount
	7520-10 - Bank Charges		
	8110 – Supplies & materials		
	8130 – Telephone		
	8135 - Equipment (purchase of)		
	8140 – Postage, shipping, delivery		
	8145 - Internet / Email*		
	8160 – Equipment rental/Maintenance		
	8170 - Printing & copying		
	8210 – Rent/Occupancy Expenses		
	8220 - Utilities (gas, electric)		
	8310 – Travel (including meals and auto mileage)		
	8320 - Conference, meetings, workshops (w/ meals)		
	8520 – Insurance – Employee (Medical, Dental)		
	8525 - Insurance – Organization (Liability, event, etc.)		
	8530 - Membership dues (organization)		
	8540 - Staff development/education		
	8570 - Advertising/outreach expenses		
	Other (describe)		
GRAND TOTAL			\$

*This form is for the reimbursement/payment of corporations that provide internet/email services, such as Earthlink or VeriSign. For the reimbursement/payment of non-corporations, use the *Disbursement for Services* form.

Project Director (Print Name)

Signature of Project Director (Required)

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