



Utah Public Health Association  
PO Box 9387  
Millcreek, UT 84109  
Fax: 801-930-5914

# 2018 REQUISITION

Date Prepared: \_\_\_ / \_\_\_ / \_\_\_

Payment Requested By: \_\_\_ / \_\_\_ / \_\_\_

Pay to: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

Taxes: \_\_\_\_\_

Group: \_\_\_\_\_ Account Code: \_\_\_\_\_

Category: \_\_\_\_\_

- Member Services**
  - 1.2 Awards
  - 2.1 UPHA Main Conference
  - 2.1.2.x CDC/APHA Accreditation Grant
  - 2.1.2 Accreditation Grants
  - 2.1.21 Accreditation Grants -UIHAB
  - 2.1.22 Accreditation Grants - Tooele
  - 2.1.3 Smith's Inspiring Donations
  - 2.1.4 Amazon Smile Donations
  - 2.1.5 CHW Conference
  - 2.1.6 Cancer Control BeWise Pre Conference
  - 2.2 Professional Development
  - 2.2.1 Early Career Professional
  - 2.1.15 CDC Pink Book Course
  - 2.1.16 Prevention Pre Conference
  - 2.1.17 Leadership Pre Conference
  - 2.2.2 Educational Webinars & Forums
  - 2.3 Membership
  - 2.4 Scholarships, Relations w/ Academics
  - 2.5 APHA Affiliate Relationship
  - 2.7 Board of Directors
  - 2.9 Golf Tournament
- Advocacy / Policy**
  - 1.5 Advocacy - General
  - 1.5.1 Advocacy Conference
  - 1.5.2 Legislative Break Sponsorship
- Fiscal**
  - 3.1 Resource Development
  - 3.2.2 Financial Reporting
  - 3.7 Bookkeeping
  - 3.1.1 IHC CHW Grant
  - 4.2 Endowment Fun -Community & Board
- Communications**
  - 2.6 Communications for UPHA
  - 2.6.1 Web Site Design & Administration
  - 2.6.2 Newsletter / Social Media
- Sections / SPIGs Assemblies/**
  - 2.3.2a Sections & Special Interest Groups
  - 2.3.2b Student Assembly
  - 2.3.2c Nutrition & Dietetics
  - 2.3.2d Nutrition & Dietetics Restricted Fund
  - 2.3.2e Community Health Workers Section
  - 2.3.2f Immunization SPIG
  - 2.3.2g Immunization SPIG Restricted Fund
- Operations**
  - 3.8.1 Business Planning
  - 3.8.2 Coordinate Support Institutions
  - 3.8.3 Business / Office / Support Institutions
  - 3.8.4 Association's Info Tech
  - 3.9 Director & Staff
  - 4.0 Savings & Rainy Day Fund

### EXPENSE CATEGORY:

- Advocacy
- APHA Conference
- Association Staff
- AV Rental
- Awards / Contributions / Memberships
- Bank / Finance Charges
- Communications / Phone
- Contract Services
- Donations
- Equipment
- Food / Luncheons / Catering
- Information Technology
- Insurance
- Lobbying
- Office Supplies
- Pass Through Funds
- Professional / Honorariums / Legal
- Refunds
- Rent - Office
- Rent - Rooms
- Repair / Maintenance
- Reservations
- Scholarships
- Software
- Taxes
- Travel
- Utilities

AUTHORIZING SIGNATURE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

### EXPLANATION & DETAILS:

Credit Card Payment Date: : \_\_\_ / \_\_\_ / \_\_\_\_\_ Payment by Check # \_\_\_\_\_ Check Date: \_\_\_ / \_\_\_ / \_\_\_\_\_