Social & Environmental Entrepreneurs (SEE)

Disbursement for Goods Form

Instructions: *Please fill out this form completely and attach legible copies of receipts to 8 ½ x 11 paper (number the pages) and* ***fax or mail*** *to the address below. Please DO NOT e-mail, as 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:______________________________

From which page(s) of your receipts	**Expense Categories**	**How it relates to the project**	**Amount**
	Advertising/outreach expenses		
	Books/subscriptions/reference (research/documentation)		
	Conference, convention, meetings, workshops (w/ meals)		
	Equipment (purchase of)		
	Finance fees (including bank charges such as wires)		
	In-house publications		
	Insurance		
	Internet / Email*		
	License & permits		
	Maintenance & repairs		
	Materials (non office supplies)		
	Membership dues (organization)		
	Occupancy Expenses		
	Postage, shipping, delivery		
	Printing & copying		
	Staff development/education		
	Supplies (office)		
	Telephone and telecommunications		
	Travel (including meals and auto mileage)		
	Utilities (telephone, gas, electric)		
	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)

Social and Environmental Entrepreneurs (www.saveourplanet.org)
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