



# ODHA Request for Payment Form

This form should be used to request reimbursement for expenses.

Directions on filling out the form:

1. Fill out all information.
2. Save it to your computer. Print or attach to email.
3. Send RFP Form to the appropriate council chair for authorization. Council chair please send to Maddie Dulaney at [odhatreasurer@gmail.com](mailto:odhatreasurer@gmail.com) or mail to Maddie Dulaney – 12442 Carter Road, Painesville, OH 44077.
4. Receipts should be forwarded to the treasurer.

Date:

Payment requested by:

Make Check Payable to:

Send Check to: Name

Address

City

State

Zip Code

Telephone Number

Post Expense to Council:

If Other:

Line Item #: Program:

Description of expenses and amounts

Description:

Amount:

Total:

Other notes about expense:

I, \_\_\_\_\_, authorize the payment of above expense.

Date:

For treasurer use only:

Receipts Rec.    Put into Budget    Transaction Cleared    Payment Made   / /   Check no.

**01 - Income**

- 1 Dues
- 2 Interest

**02- Executive Committee**

- 1 Council Meetings (2)
- 2 ODHA Pres/ Past Pres Pin
- 3 Admin. Asst. Review Committee
- 4 Finance Committee
- 5 Audit
- 6 Dental Hygiene Program Visits
- 7 Honorarium President
- 8 Honorarium Treasurer
- 9 Dental Team Summit-2021
- 10 D&O Insurance
- 11 Liability Insurance

**03 - ADHA Delegates**

- 1 Attend District V
- 2 Attend Annual Session

**04 - Annual Session Council**

- 1 Registration
- 2 PayPal Fees
- 3 House of Delegates
- 4 Sponsorship/Exhibits
- 5 Awards
- 6 Events
- 7 Student Program
- 8 Accommodations
- 9 Council Operating Expenses
- 10 Miscellaneous

**05 - Central Office**

- 1 Central Office Operating Expenses
- 2 Virtual Platform/ZOOM
- 3 Social Media Marketing
- 4 Admin. Asst.
- 5 Insurance Bonding
- 6 Accounting Fees
- 7 Bank Fees
- 8 Constant Contact

**06 – Continuing Education Council**

- 1 Online Courses
- 2 Classroom Courses
- 3 TDW
- 4 PayPal Fees
- 5 CE Sponsorship

- 6 Sponsorship/Exhibits
- 7 CE Course Approval
- 8 Operating Expenses

**07 - Exec Board**

- 1 Immediate Past President
- 2 President
- 3 President Elect
- 4 Vice President
- 5 Secretary
- 6 Treasurer
- 7 Speaker

**08 – Government Relations Council**

- 1 Advocacy Day
- 2 Council Operating Expenses
- 3 Legislative Committee
- 4 Attend OSDB/ OSDB Liaison
- 5 Attend Laws and Rules/ L & R Liaison
- 6 Statewide Policy Liaison
- 7 Legislative Contact
- 8 Promote Self-Regulation
- 9 Collaborative Efforts

**09 - Member Services Council**

- 1 Maintain Website
- 2 Component Membership
- 3 Promote Communication
- 4 Database Management
- 5 Historical Display
- 6 Council Operating Expenses
- 7 Membership Booth / Promotion Membership

**10 - Policy and Bylaws Council**

- 1 ODHA House of Delegates
- 2 Council Operating Expenses

**11 - Political Action**

- 1 Lobbyist
- 2 ODA Annual Session
- 3 Dental Team Summit
- 4 Member Relations

**12 - Student Council**

- 1 Prospective Grad. Member Packet
- 2 Student Transition
- 3 Student Inclusion
- 4 Student Orientation
- 5 Council Operating Expenses

**13 – Misc**

- 1 Misc.
- 2 Leadership Retreat
- 3 PayPal Fees
- 4 Fundraising