

# Technical Assistance Partnership of Arizona

## Expense Form

MAKE CHECK PAYABLE TO:

Name/Company: \_\_\_\_\_

Date Submitted:

Address 1: \_\_\_\_\_

Project Name:

Address 2: \_\_\_\_\_

Prepared By: 





City, State, Zip:

Approved By: \_\_\_\_\_

☐ HOLD CHECK FOR PICKUP

The deadline to submit expenses is 5:00 p.m. on Tuesday for checks that are cut on Friday. Checks will be ready by 4:30 p.m. each Friday for pickup. To see if checks are available early, just call.

Original receipts and supporting documents must accompany this form. Please provide all detail requested above and below to assure prompt payment.

Account codes, grant codes, and program codes will be provided by TAPAZ. Call with questions (602-774-3280).

Date	Vendor Name	Purpose/Budget Line Item	Amount	Acct Code	Grant Code	Prgm Code