

# Section Check Request

This form requires signatures and attachments so must be printed after completion online. Checks will be mailed directly to payee, so please attach any desired enclosures and return this completed form with attachments to: Oregon State Bar, Accounts Payable, PO Box 231935, Tigard OR 97281-1935 or by email to:

[accountspayable@osbar.org](mailto:accountspayable@osbar.org)

(rev. July 2018)

## Check the section number/name for this check request

<input type="radio"/> 844	Administrative Law	<input type="radio"/> 836	Corporate Counsel	<input type="radio"/> 843	Juvenile Law
<input type="radio"/> 801	Admiralty	<input type="radio"/> 811	Criminal Law	<input type="radio"/> 819	Labor & Employment
<input type="radio"/> 837	Agricultural Law	<input type="radio"/> 812	Debtor-Creditor	<input type="radio"/> 821	Litigation
<input type="radio"/> 802	Alt Dispute Resolution	<input type="radio"/> 826	Disability Law	<input type="radio"/> 847	Military & Veterans Law
<input type="radio"/> 834	Animal Law	<input type="radio"/> 845	Diversity	<input type="radio"/> 846	Nonprofit Organization Law
<input type="radio"/> 803	Antitrust Trade Regulation	<input type="radio"/> 842	Elder Law	<input type="radio"/> 829	Products Liability
<input type="radio"/> 804	Appellate Practice	<input type="radio"/> 824	Energy, Telecom & Utility Law	<input type="radio"/> 825	Real Estate & Land Use
<input type="radio"/> 805	Aviation Law	<input type="radio"/> 813	Environmental & Nat Resources	<input type="radio"/> 827	Securities Regulation
<input type="radio"/> 806	Business Law	<input type="radio"/> 814	Estate Planning & Admin	<input type="radio"/> 840	Solo & Small Firm
<input type="radio"/> 807	Business Litigation	<input type="radio"/> 815	Family Law	<input type="radio"/> 835	Sustainable Future
<input type="radio"/> 848	Cannabis Law	<input type="radio"/> 816	Government Law	<input type="radio"/> 828	Taxation
<input type="radio"/> 808	Civil Rights	<input type="radio"/> 817	Health Law	<input type="radio"/> 809	Technology Law
<input type="radio"/> 841	Constitutional Law	<input type="radio"/> 833	Indian Law	<input type="radio"/> 830	Workers' Compensation
<input type="radio"/> 810	Construction Law	<input type="radio"/> 823	Intellectual Property	Number of Attendees: (Please attach agenda and attendee roster.)	
<input type="radio"/> 838	Consumer Law	<input type="radio"/> 818	International Law		

**Per Bar Bylaw 7.501(e), bar and section funds cannot be used for the purchase of alcoholic beverages. Reimbursement or payment of the cost of alcoholic beverages from section funds is prohibited.**

### Please issue check as follows

<i>Invoice #</i>	<i>Invoice Date</i>	
<i>Name of Payee or Vendor</i>	<i>Vendor or Bar #</i>	<i>Amount \$</i>
<i>Address, City, State and Zip</i>		

### Payment Information

*Payment Description / Business Purpose*

*Special Instructions to OSB Accounting*

### Account codes and Treasurer Approval

Section Account number(s) for this expense	\$ Amount	Remarks

<i>Treasurer's Approval &amp; Date (required)</i>	<i>Chair's Approval (if applicable)</i>
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### OSB Accounting Use Only

<i>Director of Finance Approval</i>	<i>Accounting Approval</i>	<i>Entered by</i>
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