



TEXAS ALLIANCE OF BLACK SCHOOL EDUCATORS & TEXAS ASSOCIATION OF BLACK PERSONNEL IN HIGHER EDUCATION

2018 Joint State Conference
February 21 – 25, 2018

Omni Houston Galleria • 4 Riverway • Houston, TX 77056

Educate, Engage & Empower
The Time is NOW!

Visit www.TABSE.net or www.TABPHE.org to REGISTER TODAY

Conference Check Request Form

Person Requesting Funds: _____ Phone: _____

Email Address: _____

Address: _____

Street City Zip

Requested by :(check one) Committee Chair Committee Member

Amount of Request: \$ _____

Reason for Request _____

***Expenditures must be pre-approved*

Date Submitted: _____

Invoice Attached: Yes No

Make Check Payable to: _____

(Invoice or supporting evidence for expenses must be attached)

Check to be mailed to: (Location) _____

Street City State Zip

Signature: _____ Date _____

Person Submitting Request

Request Approved: _____ Date _____

Conference Chair Required

Approved: _____ Date: _____

Conference Co-Chair

Approved by: _____ Date _____

or Conference Treasurer/Executive Director

Date Paid: _____

Check# _____

Please submit invoice or supporting documentation