

Glenn L Martin Maryland Aviation Museum Expense Reimbursement / Check Request

Requested By:		Payable to:		Date:
Vendor	Description	Account # from reverse side	Amount	
Vendor	Description	Account # from reverse side	Amount	
Vendor	Description	Account # from reverse side	Amount	
Vendor	Description	Account # from reverse side	Amount	
Vendor	Description	Account # from reverse side	Amount	
Signature of Requester		Approval of Director		Total requested
Notes / Comments				
Date Paid	Check Number	Paid By		

IF TO BE PAID FROM A GRANT PLEASE CHECK GRANT NAME BELOW:

	10201a · Building Fund
	10201c · Huey Acquisition and Restoration
	10201d · Maryland Planes
	10201e · Capital Fund
	10201g · Pietenpol
	10201n · Martin Foundation Grant
	10205m · BC A&S Operating Grant
	10208 - Preservation Maryland

ADMINISTRATION

60004 · Copier Maintenance & Supplies
60005 · Office Equipment Purchases
60006 · Office Supplies
60007 · Telephone
60008 · Web Site Hosting
60030 · Birthday Parties
 60030.2 · Supplies
 60030.3 · Birthday Parties - Other
60040 · Copy & Printing
 60041 · Newsletter
 60040 · Copy & Printing - other
60050 · Dues - Organizations
60060 · Fees, Licensing & Permits
60070 · Insurance
60080 · Meals
 60080.1 · Board
 60080.2 · Volunteer
 60080 · Meals - Other
60090 · Miscellaneous
 60090.1 · Speaker Series Expenses
 60090 · Miscellaneous - Other
60100 · Postal
 60101 · P O Box Rental

 60102 · Postage Stamps

 60103 · Newsletter Mailing

 60100 · Postal - Other

60110 · Pub Relations/Publicity/Adv
 60111 · Salaries
 60112 · Advertising
60120 · Scholarships
60130 · Special Events
 60130.1 · Bus trip expenses
 60130.2 · Holiday Party
 60130 · Special events - other

ARCHIVES

61001 · Equipment
61002 · Supplies
61003 · Artifact Acquisition
61004 · Storage

EDUCATION

62100 · Labor
62200 · Supplies
 62202 · Education Activities
62300 · First Flight

FACILITIES AND OPERATIONS

63100 · Aircraft Restoration
63200 · Aircraft Maintenance
63300 · Tool & Equip Purchases
63400 · Facilities Maintenance
63500 · Facilities Rental
63600 · Restoration Center
63700 · C Basement Shop
63800 · Christmas Garden

FUND RAISING

64200 · Miscellaneous
64400 · Dinners
64500 · Special Events
64600 · Grants & Donation Costs

MUSEUM OPERATIONS

65100 · Exhibit Costs
65200 · Volunteer Expenses
 65201 · Volunteer Recognition
65300 · Merchandise
 65350 · For Resale
 65390 · Retail Sales Tax
65400 · Miscellaneous
 65401 · Open Cockpit Expenses
 65400 · Miscellaneous - Other
65500 · Supplies

GALLERY

66001 · Exhibit Expenses
66002 · Maintenance Expenses
66003 · Supplies
66004 · Furniture, Fixtures & Equip