Transferring Chapter Funds
Please follow these steps when transferring Chapter funds to APNA headquarters.

- Complete the Chapter Information Form and submit with check.

- Checks should be made payable to the “American Psychiatric Nurses Association” and forwarded to the attention of:
  Karla Taylor, Director of Finance and Administration
  American Psychiatric Nurses Association
  3141 Fairview Park Drive, Suite # 625
  Falls Church, VA 22042

- Upon receipt of chapter funds, a general ledger account will be established to record receipt of opening balance.

- Funds will be deposited and tracked individually by chapter.

Disbursement Requests

- Requests should be submitted to chaptersupport@apna.org in advance of payments required by chapter. We will work with the Director of Finance and Administration to process your request. Please allow 3 business days for processing. Checks will be mailed directly to vendors/payees.

- Credit Card Payment: Payments requiring less than the standard processing period should be called into headquarters at 571.533.1929 for processing. We need advance notice if this is the case. Please make sure the receipt is sent to chaptersupport@apna.org.

Account Statements
These will be provided to the designated chapter officer(s) on the 20th of each month. If the 20th is a holiday, the reports will be sent on the next business day.