



## APNA Chapter Banking Instructions

### 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](mailto: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](mailto: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.

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