



VOUCHER

DATE OF VOUCHER	
MAKE CHECK PAYABLE TO	
STREET ADDRESS	
CITY/STATE/ZIP CODE	

1. SUPPORTING DOCUMENTS (FOR EXAMPLE ORIGINAL RECEIPTS, INVOICES, CONTRACTS) MUST BE ATTACHED TO THE VOUCHER WITH **NO PERSONAL ITEMS** ON THE RECEIPT.
2. A SEPARATE VOUCHER MUST BE SUBMITTED FOR EACH CHECK REQUEST.
3. LIST EACH EXPENSE ITEM SEPARATELY.

NAME OF ACTIVITY	
-------------------------	--

LIST OF EXPENSE ITEMS

	VENDOR	TYPE OF EXPENDITURE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

REQUESTED BY:	NAME/SIGNATURE	DATE
COMMITTEE CHAIR		
COMMITTEE NAME		
APPROVED COMMITTEE CHAIR (SIGNATURE)		
APPROVED PRESIDENT (SIGNATURE)		
APPROVED TREASURER (SIGNATURE)		

TO BE COMPLETED BY TREASURER ONLY			
BUDGET CATEGORY	CHECK NUMBER	CHECK AMOUNT	DATE OF CHECK

REVISED AUGUST 4, 2022