

Voucher

Use this voucher to request reimbursement for out-of-pocket club expenses, or to direct treasurer to send payment for event expenses, board approved expenditures or other club related expenses. Please submit with all related receipts, bills, invoices, or other supporting documentation.

Submitted by _____ Date _____

Amount Requested

\$

Payable to _____

Send to this address: _____

Description or purpose _____

Approvals

For expenditures approved by the board of directors, indicate date of approval by the Board. For Charitable donations, also include date of approval by the general membership.

Required Signatures:

Member Signature: _____ Date _____

Club Director/Officer:* _____ Date _____

**Per club by-laws, if an invoice from the specified vendor is not available, this voucher must also be signed by a club officer or director in addition to the member submitting this form.*

For Internal Use Only

CASH. CHECK # _____ OTHER. _____ Date _____