

# Expense Voucher

REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

EXPENSE AMOUNT: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

Note: If unsure of account name and/or number, see the appropriate budget section of the Annual Report.

DESCRIPTION OF EXPENSES  
(Attach receipts to this form.)

PAYABLE TO: \_\_\_\_\_

*For Treasurer's Use Only*

<b>PAYMENT TO:</b>	<b>SEND <input type="checkbox"/> HOLD <input type="checkbox"/></b>
Date Paid:	Check No: