

# EXPENSE VOUCHER/CHECK REQUEST

(note: use separate vouchers for separate committees)

FUND OR COMMITTEE \_\_\_\_\_

DATE \_\_\_\_\_ PURPOSE \_\_\_\_\_

**Items Purchased** (note: you must supply corroborating documentation in the form of one or more receipts. Failure to supply receipts will delay your reimbursement.)

**\$ Amount**

Items Purchased	\$ Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Let spreadsheet calculate Total Cost here **\$0.00**

or write your Total Cost here \_\_\_\_\_

Pay To/Purchaser \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Committee Chair Authorization Signature \_\_\_\_\_

(note: a Committee Chair must authorize this expenditure)

## Treasurer's record

Check # \_\_\_\_\_

Date \_\_\_\_\_