

VOUCHER

DATE:

AMOUNT \$

ACCOUNT/COMMITTEE NAME:

BUDGET ITEM:

ACCOUNT NUMBER:

() Check

() Transfer

() 1099

NAME

ADDRESS

OF PAYEE

INSTRUCTIONS:

Please make a separate voucher for each bill or invoice. Attach bill and fill in appropriate items on form.

For travel expenses for more than one person, attach list with names and addresses typed.

Keep the second copy for your record and send the original copy to the Conference Treasurer's Office.

EXPLANATION:

Authorized Signature

Conference Treasurer