

301 Farragut Ave., Room #19
 Vallejo, CA 94590
 (707) 649-3926



Expense Voucher

www.myvea.org
 vallejoedassoc@gmail.com

INSTRUCTIONS:

This voucher is to be used to request a check payable to only one person or company. Multiple types of expenses can be reimbursed on one voucher, provided that it is payable to only one person/company.

TO BE REIMBURSED:

- ◆ All receipts must be attached
- ◆ All items must have authorization before being purchased
- ◆ Leave detailed description of items to be reimbursed
- ◆ President must sign approval

Submitted By: _____
 (Member Name)

Site: _____
 (Member's School Location)

Date Submitted: _____

Make Check Payable to: _____
 (Please print clearly)

Pick up Check: Mail Check: Return Check to Office:

Mailing Address: _____

Item	Purchase Date	Description	Amount
1			
2			
3			
4			
TOTAL			

FOR OFFICE USE ONLY			
Date Issued	Check #	Total Cost	Account

Approved By: _____

President / Treasurer, VEA