



*In order to expedite payment for budgeted expenses, as well as create a paper trail that can easily be followed by the auditors, complete and submit this form to the treasurer for each request. Detail each expenditure as clearly as possible.*

***Attach all receipts. Only expenditures with receipts will be paid.***

**Make check payable to:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone / e-mail \_\_\_\_\_  
 Position \_\_\_\_\_  
 (Officer, Committee Chair, Other)

*To Be Completed By Treasurer*  
 Date Pd. \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Amount \_\_\_\_\_

Receipt Date	Purpose of Expense - Description	Postage / Shipping	Printing / Copies	Supplies	Other
<b>Total</b>					

**Total Payment**

I certify that the above information is complete and true.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_