



# Glen Region SCCA, Inc. EXPENSE VOUCHER

Please print. Complete this form and attach receipts to the back. Incomplete submissions may delay reimbursement.

<b>Name:</b>	<b>Phone:</b> (    )
<b>Address:</b>	

<b>CHECK ONE:</b>	<input type="checkbox"/> Out-of-pocket receipts attached	<input type="checkbox"/> Vendor to mail invoice (attach packing list if available)	<input type="checkbox"/> Invoice attached	<b>For Treasurer's Use ONLY</b>
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<b>Reason for this purchase (one category per voucher). BE SPECIFIC (i.e. list the Specialty, Event, Committee, etc.):</b>	<b>Check #:</b>
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Vendor Name	Item Description	Amount	G/L #s

<b>TOTAL (Leave blank if unknown because vendor is sending invoice):</b>	\$	<b>Paid: \$</b>
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<b>Signature:</b>	<b>Date:</b>	<b>Date:</b>
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*NOTE: This voucher is for expendable items only. The purchase of Club assets MUST be pre-approved by the Board of Directors. Submit the original (white copy) to the Treasurer. Keep the carbon (yellow copy) for your files.*

