|  |  |  |  |
| --- | --- | --- | --- |
| **Date Requested** |  | **Issue Check Payable To** |  |
| **Submitted By** |  | **Address** |  |
| **Total Requested** |  | **City/State/Zip** |  |
|  |  |  |  |
| **Committee/Office** |  | **Activity** |  |

**List each expense item separately below:**

|  |  |  |
| --- | --- | --- |
| **Vendor** | **Type of Expenditure** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | |  |

**Approved By:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Chair** |  | **Date** |  |
| **President** |  | **Date** |  |
| **Treasurer** |  | **Date** |  |

**NOTE**: Vouchers received the Sunday before Chapter Meeting through the 15th of the month will be mailed by the 20th of the month. Vouchers received between the 16th of the month and the Saturday before the Chapter Meeting will be available at the Chapter Meeting unless you request the check to be mailed.

**To be completed by the Treasurer:**

|  |  |  |
| --- | --- | --- |
| **Check #** | **Date Check Issued** | **Check Amount** |
|  |  |  |

Revised 09/2023