

Sigma Theta Tau EXPENSE VOUCHER

Pay to _____
Address _____

Date _____

For	Account Name*	Amount
Please Attach Receipts		Total \$ _____
Requested by _____		Check No. _____
Approved by _____		Date _____
<p>Procedure A voucher completed by a member OR an invoice from a supplier should be on file for each check issued.</p>		<p>When individuals are to be reimbursed for expenses, they should prepare a voucher such as this sample for the Treasurer's file. A voucher may be prepared for one or more expenditures. (See below)</p>
For	Account	Amount
Program Schedule -300	Printing	\$20.00
Stamps for mailing program	Postage	\$96.00 300x.33
Call to speaker 12/20/00	Phone	\$ 6.00
Parking to arrange program	Meeting Expenses	\$ 5.00
		Total ~ \$127.00