

## Voucher Form

*To be completed by Payee:*

Payee's Name and Address		Pay via attached invoice <input type="checkbox"/>
Description / Purpose of payment		Amount \$
	<b>Total:</b>	
Name of Purchaser: _____ Date: _____		

*To be completed by Chair:*

Budget account(s) to be charged:		
Account Name	Account Number	Amount \$
Approval of Chair responsible for budget account(s) to be charged:		
Signature: _____		Date: _____

### FOR OFFICE USE ONLY

	Treasurer approval to pay: _____
	Date: _____