

AUSTIN LPA, INC.

CHECK VOUCHER

Attach receipts or other pertinent information to this voucher. The original must first be approved by the Committee Chairperson. The voucher must then be sent to Trudy Rush, Vice President, who will approve the voucher and forward it to Gail Johle, Treasurer, for payment. The Treasurer will forward a copy to the Officer/Chairman requesting reimbursement, along with the check indicating payment has been made. Please keep a copy of this Voucher in your files to reflect the appropriate amount expended from your budget.

Date _____

Submitted by _____

Budget to be charged
(please follow approved budget categories):

Mail check to/For pick up by:

Payee:

ITEM(S) PURCHASED

QTY.	DESCRIPTION	UNIT PRICE	TAX	TOTAL
			TOTAL	

FOR CHAIRMAN/PRESIDENT/TREASURER USE ONLY:

CHAIRPERSON (2011-12)	
Date received	_____
Date approved	_____
Signature	_____

PRESIDENT (2011-12)	
Date received	_____
Date approved	_____
Signature	_____

TREASURER (2011-12)			
Voucher number	_____	Check number	_____
Date received	_____	Date mailed/hand delivered	_____
Budget item charged	_____	Amount paid	_____
Signature _____			