

REIMBURSEMENT TO: \_\_\_\_\_

DATE \_\_\_\_\_

TOTAL AMOUNT OF PAYMENT: \_\_\_\_\_

APPROVED BY \_\_\_\_\_

List of Reimbursements

	Budget Line Item	Amount Requested	Store/Vendor	Reason for Expense	Check #
1					
2					
3					
4					
5					
6					
7					
	<b>TOTAL REQUESTED</b>				

Budget Line Items (Choose one to post above)

- |                      |                          |
|----------------------|--------------------------|
| Repairs Maintenance  | Pig Roast/Fish Fry       |
| Capital Improvements | Hats/T-shirts            |
| Fish Preserve        | Membership Meeting Meals |
| Pheasant Preserve    | Dinners,Parties,Ads,Misc |
| Trap                 | Gifts/Donations          |
| Archery              | Clubhouse Supplies       |
| Rifle/Pistol Range   | Soda Machine             |
| Boats                | Postage/Newsletter       |
| Family Day           | Membership Expense       |
| Youth Fishing Derby  |                          |

Instructions:

- 1) Fill out This Voucher For Each Receipt (If There Are More Than (7) Receipts, Use an Additional Form
- 2) Submit This Voucher with Receipts to Treasurer
- 3) Treasurer Will fill in Check Number(s) and Pass on to Financial Secretary
- 4) Fin Secretary Will Use This Voucher to Post Expenses to the Proper Budget Line Item.