



## MID-ATLANTIC

P.O. Box 662, Southeastern PA 19399-0662

### PAYMENT VOUCHER

1. Pay to: \_\_\_\_\_

2. Send to: \_\_\_\_\_

Address: \_\_\_\_\_

3. For: \_\_\_\_\_

4. Charge to:

Budget: \_\_\_\_\_ Line item: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Budget: \_\_\_\_\_ Line item: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Budget: \_\_\_\_\_ Line item: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

5. Requested by: \_\_\_\_\_  
Signature

6. Committee Chair/Officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

7. Approved by Financial Secretary \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

8. Reviewed by President \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

Voucher: \_\_\_\_\_ Check number \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Check issued by: \_\_\_\_\_  
Treasurer Signature

#### Instructions

- **Complete items 1 through 6.**
- Submit voucher with receipts and/or statement to the Financial Secretary scan and email or fax documents.
- Upon approval, the Financial Secretary will pass it to the President for review, who in turn will send it to the Treasurer.
- Upon receipt of the approved voucher, the Treasurer will prepare the check and send it to the requesting party with a copy to the President.

—Financial Secretary

**Sharnette Handy-Hall**—President

**Wayne Sadowski**—Treasurer

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