



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*

Annette White

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—*President*

Sharnette Handy-Hall

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—*Treasurer*

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