

**SOROPTIMIST INTERNATIONAL OF TAHOE SIERRA
General Fund – EXPENSE VOUCHER**

PAYABLE TO:

Name: _____

Attention (c/o): _____

Mailing Address:: _____

Amount: \$ _____

Committee: _____ Category: _____

DETAILED INFORMATION/REASON FOR PAYMENT:

Activity: _____

Activity Date: _____

Additional Information to Identify Expense (and please attach receipts/documentation)

Please mail payment to above address _____ OR deliver check to _____
Member

Prepared by: _____ Date: _____
Member Signature

Submitted by: _____ Date: _____
Chair Signature

The following is to be completed by the General Fund Treasurer:

Budgeted Expense: Yes _____ No _____

If No, Board Approval: Date _____ Amount \$ _____

Club Approval: Date _____ Amount \$ _____

Check # _____ Date _____ Amount \$ _____

By: _____