

**SOROPTIMIST INTERNATIONAL OF TAHOE SIERRA  
SERVICE FUND – EXPENSE VOUCHER  
*ELEGANT EVENING***

**PAYABLE TO:**

Name: \_\_\_\_\_

Attention (c/o): \_\_\_\_\_

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

Amount: \$ \_\_\_\_\_

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: \_\_\_\_\_  
*Elegant Evening Chairperson*

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

Budgeted Expense: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Club Approval: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

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Check # \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

By: \_\_\_\_\_ Date Posted to OneDrive \_\_\_\_\_