



Expense Voucher

Member Name: _____ Callsign: _____

Address: _____ Date: _____

(Requestor information)

Purchased From: _____ Date: _____

Address: _____

Items for inventory marked **

Expensed Item	Purpose	Amount

(Purchase information)

(Approval Information)

Please Attach Receipt

Total Disbursed: _____ Check Number: _____

Account: _____ Date: _____

Treasurer: _____ Approved by: _____

**Any new items for inventory the information must be sent to the club trustee so it can be added to the inventory list. Sent _____

Please ask your treasurer for the proper procedures and methods for submitting expenses. All expenses must be for the specific benefit of the membership and be for educational, scientific, or public service purposes to carry out the requirements as set in the by-laws and IRS rules for 501(c)3 corporations. Rev. 4/2021