

## LHSBPA EXPENSE VOUCHER

Vouchers (Disbursement and Deposit) provide LHSBPA with a simple financial record keeping system. Vouchers attest that a deposit or disbursement has been made indicating by whom or to whom. It protects both the committee chairman and the treasurer.

- Expense Vouchers required for each disbursement.
- Vouchers with more than five items (receipts and/or checks) require an adding tape or an excel listing. Keep a copy of names, receipts, and check numbers for your record. (attach and also send electronically if possible to the treasurer)
- Attach a brief explanation along with all receipts and invoices.
- LHSBPA is a 501c nonprofit, bring tax exempt letter when making purchase.
- Completed form should be provided to the treasurer in a timely manner.
- Vouchers available at [www.lemontband.org](http://www.lemontband.org)

Date:	Amount: \$
Pay to:	
Phone :	
Address	
Description of Expense (s):	
Related Activity: One per form (Cookie Dough, MMF, Band Camp)	
Acct.# or Budget line Item #	

Store/Vendor	Purchase date	Itemized Expenditures/Notes	Cost	Receipt Attach?
<b>CHECK DATE:</b>	<b>CHECK#</b>	<b>TOTAL REIMBURSED</b>		

Person Requesting Payment (you) \_\_\_\_\_signature

AND

Reviewed by Treasurer \_\_\_\_\_Signature