



Lenart Parent Community Group

Expense Voucher

Date _____ Pay to _____

Address _____

For	Committee	Amount
		\$
		\$
		\$
		\$
		\$

Please Attach Receipts **Total \$** _____

Requested by _____ Date _____

Approved by _____ Date _____

Approved by _____ Date _____

For Finance Committee Use Only

Committee: _____ Check No. _____ Date: _____ Logged By: _____

Expense Voucher Procedure

- Expenses MUST be pre-approved by the Finance Committee prior to incurring expenditures.
- A voucher completed by a member OR an invoice from a supplier should be on file for each check issued.
- When individuals are to be reimbursed for expenses, they should prepare a voucher.
- A voucher may be prepared for one or more expenditures.
- All receipts/voucher request must be submitted to the Treasurer or President within 30 days of the expense occurring.