

Payment Voucher

Date Check Payable to: *(Name & Address)*

Description of Purchase:

Action Team	Account #	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	_____

Approved By or Permission From:

All Vouchers need to be approved by a person other than the person the check is payable to.

On large projects, get quotes, get permission, sign voucher and turn in with list of vendors. Amount can be listed at "estimated amount" or "less than \$0.00" invoices will be signed/attached as paid

On reimbursements, attach receipt after purchase