



EXPENSE VOUCHER – AUTHORIZATION FOR PAYMENT

NAME/VENDOR _____ DATE _____

<u>ITEMS</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL \$ _____	

PLEASE ATTACH BILLS/RECEIPTS

Approved By _____

For Treasurer's Use: Paid by Check # _____

Updated 28 May 2018

Fellow Bridge , Excom Members, and Chairs

Instructions for Use of **“Expense Voucher - Authorization for Payment”**

Please use the accompanying form whenever you wish to obtain a reimbursement or have a bill paid by the Squadron.

Scenario A – Reimbursement to You

NAME/VENDOR – should be **your name** in the event of re-imbursement, i.e, **squadron-approved expenses** which you have already paid on your own account. If for multiple outlays, kindly list each under “Items” with amounts and attach receipts, bills or other documentation. I shall send you a check for the total amount.

Scenario B – Squadron Payment

If for goods or services not already paid by you and expected to be paid by the Squadron, please insert the **vendor’s (provider’s) name** and attach a copy of the invoice, bill or other documentation of expenditure. One voucher should be used for each individual vendor. **If the Vendor is billing PBPS directly, complete a Voucher based on your purchase order.**

The Treasurer then can pay the vendor directly unless you advise me otherwise.

This includes items from USPS, ie, Educational material etc. provide packing slip receipt.

Please sign your name in the “Approved by” line and mail or deliver to;

Lt/C John Martinelli

2 Lakeview Drive

Middle Island, NY 119523

631-924-7390

Attn: Treasurer