

ATTACH ORIGINAL
BILL TO THIS VOUCHER
IN ALL CASES.

Date

Pay To

Amount

FOR WHAT

Cost

1.

2.

3.

4.

5.

Approved for payment by:

Printed name

Signature _____

Title

-----Office use below-----

Paid: Date

Check #

Approved for Payment

INSTRUCTIONS! A disbursement voucher shall be made out for all payments of local funds- To the vo"cher shall he attached all bills properly authorized. The voucher must show the name and address of the payee, the amount anti fits check number and it must be signed by the local officers authorized to approve payments in the space provided. If tiler: is more than one bill then each bill shall be listed individually or. the voucher showing the expenditure to he charged and the amount. The total of all bills on the voucher shall equal the amount of the check. The -voucher shall be file(" numerically. Locals shall pay bills by check, and the number on check should be used as voucher number.

Minor items may be paid from petty cash, and shall be made out on petty cash slips. At the end of each week the petty, cash vouchers shall be attached to the disbursement voucher and a check drawn to reimburse the cash expenditure.