



P.O. Box 662, Southeastern PA 19399-0662

### PAYMENT VOUCHER

- Instructions:**
1. Either save a copy of this form on your computer or print it out.
  2. Complete items 1 through 6. (You can make entries directly into the form.)
  3. Submit the form and receipts to the Financial Secretary (address below) by email, fax or mail. For assistance with this form, contact Paul Spencer at [pgspencer@aol.com](mailto:pgspencer@aol.com) or 610-645-5843.

1. Pay to: \_\_\_\_\_

2. Send to: \_\_\_\_\_

Address: \_\_\_\_\_

3. For: \_\_\_\_\_

4. Charge to:

Budget: \_\_\_\_\_ Line item: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Budget: \_\_\_\_\_ Line item: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Budget: \_\_\_\_\_ Line item: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

5. Requested by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

6. Committee Chair/Officer: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature*

7. Approved by Financial Secretary: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature*

8. Reviewed by President: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature*

9. Check issued by Treasurer: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature*

Voucher number: \_\_\_\_\_ Check number: \_\_\_\_\_

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