



GREAT LAKES CHAPTER THE LINKS, INCORPORATED

Treasurer's Payment Voucher

Date _____

Submit this form and original receipts, with all required signatures within one month. This form may also be used to request direct payments to vendors (attach quotes instead of receipts).

Payee Name		Telephone	
Street	City/State	Zip Code	
Purpose:			
Budget Line Item:			

Description of Disbursements:	Account / Line / Item	Amount
1.		\$
2.		
3.		\$
4.		\$

TOTAL AMOUNT \$

Note: Prior approval for expenditure is required.

Checks are issued only when this form is completed with all required signatures.

Supporting documents such as original receipts must accompany this form.

Submit a separate voucher for each check request.

Requested By: _____	Date _____
_____	_____
Title/Position/Committee	
_____	_____
Signature of Committee Chair	
_____	_____
Signature of Chapter President	
_____	_____
Signature of Chapter Treasurer	

TO BE COMPLETED BY TREASURER ONLY

Budget Line Item	Voucher #	Check #	Amount	Entry date

**Copy 1 — Treasurer
(Original)**

**Copy 2 — President
(Yellow)**

**Copy 3 — Payee
(Pink)**