

# Payment Voucher

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Purchase:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Team	Account #	Amount
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_____	_____	_____
_____	_____	_____
_____	_____	_____
	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*