



DISBURSEMENT VOUCHER

- Auditor requires completed form
- Staple receipts to voucher and enclose in a sealed envelope
- Return completed disbursement voucher with receipts to Treasurer

Request Date: _____

Amount: \$ _____

Board Member requesting: _____

Phone # _____

Payable to: _____

Mail check to: _____

Descriptions of items purchased: _____

Payment for (please check):

- Dance Golf Party Administrative (i.e. stationary)

Return voucher and receipts to: Beth Estey
4915 Grand Avenue
Western Springs, IL 60558

If you have any questions, please contact WSFEE Treasurer, Beth Estey at 784-0673 or e.estey@sbcglobal.net

.....

Check #: _____ Date: _____ Treasurer's approval: _____