

**Fill out as follows:**

- 1 Treasurer to fill out
- 2 Total of all reimbursable expenses
- 3 Check Attached or Not Attached. No receipt? Explain why on the back
- 4 Today's date
- 5 Whom to make the check out to
- 6 What the payment is for, example: Postage and Copying
- 7 Example: Spring Garden Fair Vendor Sales
- 8 Who is requesting reimbursement (probably you)
- 9 Committee chairperson or board member signature

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**Treasurer's Voucher**

1 Check Number \_\_\_\_\_

1 Date Issued \_\_\_\_\_

*Clackamas County Master Gardener™ Association*

2 Request for check in the amount of \$ \_\_\_\_\_

3 Receipt Attached \_\_\_\_\_  
Not Attached \_\_\_\_\_

4 Date \_\_\_\_\_

5 Payable to \_\_\_\_\_

6 In Payment of \_\_\_\_\_

7 Committee's Budget this comes out of \_\_\_\_\_

8 Requested by \_\_\_\_\_ 9 Approved by \_\_\_\_\_

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**Treasurer's Voucher**

1 Check Number \_\_\_\_\_

1 Date Issued \_\_\_\_\_

*Clackamas County Master Gardener™ Association*

2 Request for check in the amount of \$ \_\_\_\_\_

3 Receipt Attached \_\_\_\_\_  
Not Attached \_\_\_\_\_

4 Date \_\_\_\_\_

5 Payable to \_\_\_\_\_

6 In Payment of \_\_\_\_\_

7 Committee's Budget this comes out of \_\_\_\_\_

8 Requested by \_\_\_\_\_ 9 Approved by \_\_\_\_\_