



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

PAYMENT VOUCHER

Instructions:

1. **Complete items 1 through 5** (you can make entires directly into this writable Payment Voucher form).
2. Either save a copy of the Payment Voucher and receipts on your computer or print them out to send.
3. Submit the Voucher and receipts to the Financial Secretary, President and Treasurer by email or mail to the P.O. Box.
4. Upon review and approval, the Financial Secretary will forward the paper work to the President for approval.
5. The President will forward approved Voucher to the Treasurer for check preparation and reimbursement to Payee.

For questions: Contact Tom Jennings, Financial Secretary at (215) 498-1210.

Pay to (Payee): _____

Send to: _____

Address: _____

For: _____

.Charge to:

Budget: _____ Line item: _____ Amount: \$ _____

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: _____ Date: ____ / ____ / ____

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Wayne Sadowski – Treasurer
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