

Soroptimist International of South Lake Tahoe  
PO Box 2179- Stateline, NV 89449  
[sislt prez@gmail.com](mailto:sislt prez@gmail.com)

## Expense Voucher

### **Make Check payable to:**

Name: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

### **Reason for Payment:**

What is the payment for? \_\_\_\_\_

Date of event/program OR Date of purchase \_\_\_\_\_

Amount of this expense \$ \_\_\_\_\_

Additional Information \_\_\_\_\_

Is this expense already budgeted? YES or NO

If this wasn't a budgeted expense, what date did the club approve this payment? \_\_\_\_\_

OR- Is this expense part of a fundraising effort and the fee will come out of the gross profit? YES or NO

Which budget line item should this be coming from (if applicable)? \_\_\_\_\_

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Expense Voucher prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Member Signature)

Expense Voucher submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Committee Chair or Executive Board Director)

**\*\* Please attach a receipt, proof of purchase, or invoice with this expense voucher \*\***

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### Treasurer's Use Only

Date Paid: \_\_\_\_\_

Amount: \_\_\_\_\_

Check # \_\_\_\_\_