



United States Power Squadrons®



District 3

EXPENSE VOUCHER / Single Payee ONLY

Submitted To Budget
Committee Member

Name

Date submitted

Submitted by

Check Payable to:

Name

Address

Signature of Submitter

	Date of Purchase / Expense	Reason for / Description of Expense:	Budget Line Number	Receipt Attached: Yes /No	Amount
Item 1					
Item 2					
Item 3					
Item 4					
Item 5					
Item 6					

Total for this Voucher

Do not write below. Reserved for District Use ONLY

Approved by:	Print Name	Signature Below	Date Below
	Check Date	/ /	Check #

Itemized expenses must be supported by a receipt. Over Budget expenses require approval by the Budget Committee and the Council.

B/C/V 1/21

1. Requests for Voucher Payments from the DC, the XO and the Departments that report to them should be sent to; Thomas Peltier with cc's to Gene Molteni and Tom Rondi
2. Requests for Voucher Payments from the AO, the DEO and the Departments that report to them should be sent to; Gene Molteni with cc's to Tom Rondi and Thomas Peltier
3. Requests for Voucher Payments from the Treasurer, the Secretary and the Departments that report to them should be sent to; Tom Rondi with cc's to Thomas Peltier and Gene Molteni