

# CRSCNA - EXPENDITURE VOUCHER

PLEASE PRINT LEGIBLY - Give 1 copy to CRSCNA Secretary with your proposed financial motion.

I request that a check be drawn for the materials, equipment and/or services which are described on the attached order, invoice or receipt and/or general narrative or motion.

Type of Items / Purpose: \_\_\_\_\_

\_\_\_\_\_ **Pre-Tax Amount:** \_\_\_\_\_

\_\_\_\_\_ **Sales Tax (if any):** \_\_\_\_\_

\_\_\_\_\_ **TOTAL:** \_\_\_\_\_

Printed name, address and telephone \_\_\_\_\_  
number of the vendor or person to whom  
this check should be made payable \_\_\_\_\_

Mail? \_\_\_\_\_  
Give to Requester  
for hand delivery? \_\_\_\_\_

Telephone: \_\_\_\_\_

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**Above items:** Purchased by bid or multiple price quotes? Yes No Not Applicable  
(If "Yes" keep records in your files)

Is this a reimbursement? Yes No (If "Yes" attach original receipt and circle amount due you)

If this is a deposit, state the balance & date due: \$ \_\_\_\_\_

Is this an "advance" for a known/estimated expense? Yes No If "Yes," when do you  
expect to be able to make a final settlement with receipts? \_\_\_\_\_

Requester's Printed Full Name & Telephone # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**CRSCNA SECRETARY'S USE -**  
CRSCNA vote/action and date: \_\_\_\_\_

**TREASURER'S USE -**  
Check # \_\_\_\_\_ Dated \_\_\_\_\_ Posted \_\_\_\_\_