



# Osan Officers' Spouses' Club

## General Fund Expense Voucher



Requested by: \_\_\_\_\_  
 Print Name

Date Requested: \_\_\_\_\_

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

For what function: \_\_\_\_\_

\_\_\_ **Cash up front.** Receipts are required for all purchases and need to be returned to the treasurer.

\_\_\_ **Petty cash.** 100% of all petty cash should be returned no later than three business days after the function. In the case of a continuing monthly need, such as reservations or raffle change, 100% will be returned at the end of the FY (June).

\_\_\_ **Reimbursement.** Provide a description of all merchandise purchased and provide all receipts.

Vendor	General Description	Qty	Price Each	Total
<b>TOTALS</b>				

I certify that the above information is accurate. I acknowledge receipt of payment for the above claimed expenses.

\_\_\_\_\_  
 Signature



### Treasurer Use

Date received: \_\_\_\_\_

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

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

Reimbursement to: \_\_\_\_\_

OOSC Approved Account: \_\_\_\_\_

Comments: \_\_\_\_\_

I certify that the above information is accurate and reflects true expenses that are associated with this program and are covered by the OOSC budget.

\_\_\_\_\_

OOSC General Fund Treasurer