**St. Michael-Albertville Women of Today**

**Expense Voucher**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please make check payable to | |  | | | | | | | | | |
| In the amount of: | | $ | | | Date Submitted: | | | |  | | |
| Project: | |  | | | | | | | | | |
| Area: | | Internal Misc. | |  | External Misc. | | |  | Community Connections | |  |
| Living & Learning | |  | Women’s Wellness | | |  | Youth of Today | |  |
| Chairwoman: | |  | | | Submitted by: | | |  | | | |
| Itemized Expenses: Attach receipt if possible.  Please note: Bills will not be paid without a voucher! Please use one voucher per project. Thank you. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| For Treasurer’s Use | | | | | | | | | | | |
| Check # |  | | Date | | |  | Amount Paid | | | $ | |
| Posted in Ledger |  | | Transmittal | | | Y N | Transmittal Sent | | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |