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DELTA SIGMA THETA SORORITY, INC.

Augusta Alumnae Chapter

CHECK VOUCHER

NOTE: TURN IN VOUCHERS AT EXECUTIVE BOARD MEETING
RECEIVE CHECK ONCE APPROVED IN CHAPTER MEETING

Date: CURRENT DATE **Amount: $** Total Amount REQUESTED HERE

Committee: OFFICIAL COMMITTEE NAME **Requested By:** CAN BE ANYONE

Required When: WHEN IS CHECK REALLY NEEDED? **Mail Check:** _____ **Yes** _____ **No**

Payable To: AS MUCH AS POSSIBLE TO VENDOR OR STORE

Address: IF VENDOR OR STORE OR CHECK BEING SENT GIVE ADDRESS

City: _____ **State:** _____ **Zip Code:** _____

Reason for Check: BE SPECIFIC! WHAT IS THE REQUESTED AMOUNT FOR? IF THERE ARE NUMEROUS ITEMS SEE ATTACHED SUGGESTED CATEGORY LIST.

Approved by: SIGNED BY COMMITTEE CHAIR OR CO-CHAIR NOT SUB-~~CHAIR~~ COMMITTEE CHAIR **Date:** _____

Committee Chair

Approved by: _____ **Date:** _____

President

ACCOUNTING USE ONLY

Check No: _____ **Account No:** 1 2

Check One: _____ **Advance** _____ **Reimbursement** _____ **Payment** _____ **Refund**

Check Issued By: _____ **Date:** _____

Treasurer

White Copy: Treasurer

Yellow Copy: Committee Chair

ΔΣΘ

DELTA SIGMA THETA SORORITY, INC.

Augusta Alumnae Chapter

Receipt Submission Documentation

Committee: COMMITTEE NAME				**Date:**	
Chairperson:				**Check #:** IF KNOWN	
Check Payee: WHO WAS IT WRITTEN TO?			**Activity:** WHAT EVENT?		
Purpose (please check one)	**Payment** ❑	**Reimbursement** ❑	**Advance** ❑	**Refund** ❑	❑

Complete this form in its entirety, attach the original receipts, and submit to treasurer for documentation. Any remaining monies must be remitted to the financial secretary.

Store/Vendor	Purpose	Receipt Total
FOR EACH RECEIPT WRITE EACH STORE	WHAT RECEIPT WAS FOR	TOTAL AMOUNT OF RECEIPT
	Total of Receipts	$ TOTAL
	Amount of Check	$ IF AN ADVANCE WAS GIVEN
	Amount Returned to Chapter	$

Financial Secretary _____ *Date* _____ *Treasurer* _____ *Date* _____

NOTE: DO NOT BUY PERSONAL ITEMS ON SAME RECEIPT THAT IS BEING TURNED IN!

White Copy: Treasurer *Yellow Copy: Committee Chair*

EXAMPLE OF RECEIPT SUBMISSION

Store #1366
Panda Express
WASHINGTON D.C., DC
(703)412-9169

7/14/2013 10:08:24 AM
Order: 122511 Server: Kalkidan A

1 PANDA BOWL	5.79
FRIED RR	
ORANGE CKN	
1 MEDIUM SODA	2.09
SubTotal	7.88
TAX	0.79
Total	8.67
Cash	9.00
Change	0.33

FREE ENTREE ITEM!

SUBWAY

Qty	Item	Price
1	BaconEgg Br	$4.00
1	BaconEgg Br	$4.00
1	BagCharge	$0.05

SUBTOTAL	$8.05
Sales Tx	$0.80
TAKE-OUT **TOTAL	$8.85
Cash AMT TEND	$9.00
CHANGE DUE	$0.15

Get a FREE Cookie
Take our 1 minute survey at
and receive your reward.

Store #16514 | (202)898-6397
1015 15th Street N.W.
07/13/13 07:32:48 Trans #2
Clerk: Dwr 1 Clerk #5

RECEIPTS START LOSING INK QUICKLY, SO TAPING THEM - HELPS STOP THAT PROCESS AND WE CAN MAKE A COPY.

Auntie Anne's
VA #123
1100 S. Hayes St
Space #C-2
Arlington, VA 22202
703.4[illegible]30

01 AM Cashier

Check: 566 Guests: 1
07/12/2013 08:38PM

1 gs reg	$3.89
1 2202	$2.25
	$20.00
Subtotal	$6.14
Tax	$0.61
Payment	$6.75
Change Due	.25

Check Closed
07/12/2013 08:38:58PM

TELL US HOW WE'RE DOING
Visit www.auntieannes.com
1.877.778.9556