

Expense Voucher

Pi Mu Chapter at Large

Procedure:

- ◆ A voucher completed by a member and an invoice from a supplier should be filed for each check issued.
- ◆ When individuals are reimbursed for expenses, they should prepare a voucher and send with receipts to the treasurer.

Pay to: _____

Date: _____

Address: _____

Item	Committee/Purpose	Amount

Total:

Send all vouchers, receipts, and invoices to:

Jeanne Pitsenberger
177 Idlewood Blvd
Staunton, VA 24401-9315