

**Godwin High School Choral Boosters
Expense Voucher**

Amount _____ Requested By _____
Date _____ Mail _____ Hand Deliver _____

Make Check Payable to

Name:

Address:

City/State/Zip:

For budgeted expenses, please check category and circle appropriate line item:

_____ **Communications:** Programs

_____ **Godwin Music:** All State Registration Choreographer Competition fees
Honors Choir Music Education Musical Arrangements
Quartet Expenses Sheet Music Show Choir Props

_____ **Instructor Expenses:** Dues Travel

_____ **Operating Expenses:** Bank Charges Hospitality Insurance Reg Fee SEC
Supplies Website Hosting

_____ **Special Outflow:** Banquet Gifts Historian Picture Expense Winter Raffle
Coupon Card Sales Shout Out Flowers VA Diner

For UN-Budgeted expenses, provide explanation and secure signature of President

Approved by: _____
President's Signature Date

Attach Receipts securely to this form

For Treasurer's Use Only

Date Paid : Check Number :