

# Forest Park Estates Water Users Association, Inc.

## EXPENSE VOUCHER

Submitted by: \_\_\_\_\_ Office Held: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Make Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street  
\_\_\_\_\_ **MT** \_\_\_\_\_  
city state zip

Dates of Expense	Type of Expense (i.e. Water system Supplies) & Name on Receipt	Mile -age	Purpose of Expense	Budget Code (Treasurer Use)	Amount
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

**Total \$** \_\_\_\_\_

Board President/Vice President Approval: \_\_\_\_\_ Budget: \_\_\_\_\_

Treasure Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Paid By Check No. \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initialed: \_\_\_\_\_

=====

Procedure: Complete voucher and attach receipts where documentation is required. Forward this voucher to the Board President for approval or the Vice President in his/her absence. Voucher shall then be forwarded to the Treasurer.

**NO VOUCHER WILL BE PAID WITHOUT THE NECESSARY SIGNATURES AND RECEIPTS. THE ONLY ITEM EXEMPT FROM RECEIPTS IS MILEAGE.**