

PACIFIC NORTHWEST NEWFOUNDLAND CLUB

_____EXPENSE VOUCHER

_____Income Record

For Reimbursements: Attach all receipts to the back of this form. Attach additional pages of receipts as necessary.
Enter Activity (Describe) and \$amount

| For Deposits: | Check# /Cash/Date | Name | Purpose | Amount |
|----------------------|-------------------|------|---------|--------|
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TOTAL: \$ _____

Treasurer's Record:

Make Check Payable to:

Check# _____

Name _____

Date _____

Address _____

Deposited Date _____

City _____ State _____ Zip _____

Phone# _____

For Reimbursements: Authorization by Officer of Committee Chairperson:

The above items are authorized for payment from or deposit to the PNNC Club Account

Officer or Committee Chairperson: _____ Date: _____

Send completed form/receipts to PNNC Treasurer: Monique Mork 1320 8th Street, Oregon City, OR 97045

All reimbursement/payment requests shall be submitted within 30 days of the expense/purchase. After 30 days, expenses are considered a donation unless the board approves payment.