

**EXPENSE VOUCHER**

Committee or Event \_\_\_\_\_

Description of Expense	Amount
_____	_____
_____	_____
_____	_____
_____	_____

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

Check Payable To \_\_\_\_\_

Requested By \_\_\_\_\_

Phone Number \_\_\_\_\_

Child's Name/Teacher \_\_\_\_\_

**RECORD OF INCOME**

Date Received	Source of Funds (Category)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL** \_\_\_\_\_

Total Cash Received    \$ \_\_\_\_\_

Total Checks Received    \$ \_\_\_\_\_

**Counted By (signature required)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Verified By (signature required)** \_\_\_\_\_ **Date** \_\_\_\_\_



**Date Deposited** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**CASH BOX SET-UP**

**Committee or Event** \_\_\_\_\_

**Requested By** \_\_\_\_\_

**Amount \$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Received By** \_\_\_\_\_

**NOTE:** Cash box set-up money should not be included in your fundraising receipts.

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**Date Received/Processed** \_\_\_\_\_

**CASH ADVANCE REQUEST**

Committee or Event \_\_\_\_\_

Reason for Advance \_\_\_\_\_

Requested By \_\_\_\_\_

Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

Received By \_\_\_\_\_

**NOTE:** An expense voucher must be prepared and submitted after the money is spent.