

Troop 17 Expense Voucher

(Please print this form, fill it out, attach receipts and return it to the Troop Treasurer at any Troop meeting.)

Event/Item: _____

Check payable to: _____

Address: _____

Please list expenses separately (ex: food, awards, printing, copying, supplies, fuel, etc.)
Provide details of purchases and attach receipts.

1. _____

2. _____

3. _____

4. _____

5. _____

Comments: _____

Total Receipts: \$ _____

* This section to be completed by Troop Treasurer *

Expense authorized by: _____ (signature of Troop Treasurer)

Budget Category: _____

Date received: _____ Date paid: _____ Check #: _____