**A drawing of a school building

Description automatically generated BWC VOUCHER**

EXPENSE, PAYMENT or REIMBURSEMENT CHECK REQUEST

**\*Receipts or invoice must be attached for reimbursement\***

This form must be approved by the 1st Vice President, the 4th Vice President, or Chair of the event/activity related to the expense. Board members’ vouchers should be approved by the President. Since the President and the 1st VP are bank signatories on the checking account, their vouchers should be signed by the 4th Vice President if they need reimbursement.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date: Is check to be mailed to recipient? Yes | | | |  | No |  |
| Name on Check: |  | | | | | |
| Requested by: |  | | | | | |
| Approved by and Title: |  | | | | | |
| Address: |  | | | | | |
| Description of Expense (include amounts): | |  | Total: $ | | | |
|  | | | |  |  | |
|  | | | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TREASURER USE ONLY** | | | | | | | |
| Check No. |  | Amount: |  | Date: |  | Budget Category: |  |

Revised: August 2024

**A drawing of a school building

Description automatically generated BWC VOUCHER**

EXPENSE, PAYMENT or REIMBURSEMENT CHECK REQUEST

**\*Receipts or invoice must be attached for reimbursement\***

This form must be approved by the 1st Vice President, the 4th Vice President, or Chair of the event/activity related to the expense. Board members’ vouchers should be approved by the President. Since the President and the 1st VP are bank signatories on the checking account, their vouchers should be signed by the 4th Vice President if they need reimbursement.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: Is check to be mailed to recipient? Yes | | | |  | | | No |  |
| Name on Check: |  | | | | | | | |
| Requested by: |  | | | | | | | |
| Approved by and Title: |  | | | | | | | |
| Address: |  | | | | | | | |
| Description of Expense (include amounts): | |  | Total: $ | | | | | |
|  | | | | |  |  | | |
|  | | | | |  |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TREASURER USE ONLY** | | | | | | | |
| Check No. |  | Amount: |  | Date: |  | Budget Category: |  |

Revised: August 2024