

## Expense Voucher

### Olive Little League

**1) Please provide the following information and attach receipts or other supporting documentation to this voucher.** (This will assist the Treasurers in processing your request as quickly as possible.)

| Date | Description of Purchase | Amount |
|------|-------------------------|--------|
|      |                         | \$     |
|      |                         |        |
|      |                         |        |
|      |                         |        |
|      |                         |        |
|      |                         |        |

Total: \$ \_\_\_\_\_

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

Payable To: \_\_\_\_\_

Address (if being mailed to): \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

**2) What budget line should these items be charged against?**

If they are to be charged to various categories please indicate how much is to be charged to each. If you are not sure, please give an adequate explanation under "Description" above, so the Treasurers can decide which account should be charged. (Total in #1 should be the same as total in #2 below). Thank you !!

Budget Line (or Committee): \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Voucher Total: \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

(Required for team sponsorship reimbursements only)

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OLIVE TREASURER USE ONLY

Date Voucher Rcvd.: \_\_\_\_\_ Date Voucher Paid: \_\_\_\_\_

Check Issued By: \_\_\_\_\_

Check Signed By: \_\_\_\_\_ & \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_