



SOROPTIMIST
Best for Women

**SOROPTIMIST INTERNATIONAL OF THE AMERICAN RIVER
CLUB #116716**

Expense Voucher/Request for Reimbursement or Donation Receipt

If you have spent money for which you would like reimbursement or if you would like a donation receipt for the amount spent, please complete this form and return to the Treasurer.

Check Requested

Donation Receipt Requested

Name:

Address

City

State

Zip Code

Provide detailed information about the expense and the reason for reimbursement:

Event/Activity Date

Event

Amount (Attach Receipts)

Additional Information

Was this a budgeted item?

Yes

Budgeted Amount

No

Or a Club/Board Approved Expense?

Yes

Approved Amount

Prepared By

Date

Member Signature

Submitted By

Date

Committee Chair Signature

Requires Committee Chair Approval if expense is related to an event or activity. Otherwise, member signature is sufficient.

FOR TREASURER USE ONLY

Date

Check #

Amount

OR Donation Receipt Provided

Yes

Amount