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| <h1>EXPENSE VOUCHER</h1> |
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1. All expenses are subject to approval by KVC officers/board of directors.
2. Receipts or invoices may be emailed or sent by regular mail, **along with this voucher.**
3. Fill out the information requested below. Adobe Acrobat Reader is required.
<https://get.adobe.com/reader/>
4. Email or phone requests without a completed voucher will not be considered.
5. Return this form along with receipts or invoices to the treasurer:

**John Buttermore
115 Sassafras Rd.
Slippery Rock, PA
treasurerKVC@gmail.com
724 421 5532**

Remit Payment to: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event: _____ Date of Event: _____

Description of Purchase/Expense: _____

Amount: \$ _____ Approved by: _____

(if payable to 3rd party vendor)