



|                              |
|------------------------------|
| <h1>EXPENSE<br/>VOUCHER</h1> |
|------------------------------|

- 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 Drive**  
**Slippery Rock, PA 16057**  
**Treasurer@KeystoneVizslaClub.org**  
**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)