

Payment Voucher

Senior Leadership
 Volunteer Center of Johnson County
 Metcalf South Mall-3rd Floor-9707 Metcalf
 Overland Park, KS 66210
 913-341-1792

REMIT TO:

Name _____

Address _____

Phone _____

Please check appropriate category:

Expenses

- | | |
|--|--|
| <input type="checkbox"/> Facility Rental | <input type="checkbox"/> Speakers |
| <input type="checkbox"/> Food/Class | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Food/Meeting | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Picnic | <input type="checkbox"/> Class expense/ describe |
| <input type="checkbox"/> Postage | <input type="checkbox"/> Other |
| <input type="checkbox"/> Printing | |

Please complete the itemized list below:

Date	Paid To	Description	Amount
	TOTAL		

Remember to attach receipts

Signature _____

Approved by Sr. Leadership President if expense is over \$50.00

Approved By (signature) _____

Thank You