

**Please fill out as follows:**

- 1 Treasurer to fill out
  - 2 Total of all reimbursable expenses
  - 3 Check Attached or Not Attached.  
No receipt? Explain why on the back
  - 4 Today's date
  - 5 Whom to make the check out to
  - 6 What the payment is for: i.e. Postage & Copying
  - 7 Example: Spring Garden Fair Vendor Sales
  - 8 Who is requesting reimbursement (probably you)
  - 9 Committee chairperson or board member signature
- \* Use the back of form if needed for more info*  
*Revised 3/2020*

**Treasurer's Voucher**  
*Clackamas County Master Gardener™ Association*

1 Check Number	_____
1 Date Issued	_____

- 2 Request for check in the amount of: \$ \_\_\_\_\_
- 4 Today's Date: \_\_\_\_\_
- 5 Payable to: \_\_\_\_\_
- 6 In Payment of: \_\_\_\_\_
- 7 Committee's Budget this comes \_\_\_\_\_
- 8 Requested by: \_\_\_\_\_
- 3 Receipt attached: \_\_\_\_\_
- Not attached: \_\_\_\_\_
- 9 Approved by: \_\_\_\_\_

*\*requester and approver may not be the same person*

**Treasurer's Voucher**  
*Clackamas County Master Gardener™ Association*

1 Check Number	_____
1 Date Issued	_____

- 2 Request for check in the amount of: \$ \_\_\_\_\_
- 4 Today's Date: \_\_\_\_\_
- 5 Payable to: \_\_\_\_\_
- 6 In Payment of: \_\_\_\_\_
- 7 Committee's Budget this comes from: \_\_\_\_\_
- 8 Requested by: \_\_\_\_\_
- 3 Receipt attached: \_\_\_\_\_
- Not attached: \_\_\_\_\_
- 9 Approved by: \_\_\_\_\_

*\*requester and approver may not be the same person*