

PACIFIC NORTHWEST NEWFOUNDLAND CLUB

EXPENSE VOUCHER

Income Record

For Reimbursements: Attach all receipts to the back of this form. Attach additional pages of receipts as necessary. Enter Activity (Describe) and \$amount

TOTAL: \$

Treasurer's Record:

Make Check Payable to:

Check# _____

Name _____

Date

Address

Deposited Date _____

City _____ **State** _____ **Zip** _____

Phone#

For Reimbursements: Authorization by Officer of Committee Chairperson:

The above items are authorized for payment from or deposit to the PNNC Club Account

Officer or Committee Chairperson: _____ Date: _____

Send completed form/receipts to PNNC Treasurer: Jackie Leipzig 7970 SW 74th Ave Portland OR 97223 All reimbursement/payment requests shall be submitted within 30 days of the expense/purchase. After 30 days, expenses are considered a donation unless the board approves payment.