

STAPLE RECEIPTS HERE ON BACK SIDE

FOR TREASURER'S USE

Date Voucher Was Received \_\_\_\_\_

Date voucher Was Paid \_\_\_\_\_

Check Number \_\_\_\_\_

# Q.U.I.L.T., INC. EXPENSE VOUCHER

Please print or type

NAME _____	Q.U.I.L.T. Member Yes ___ No ___
ADDRESS _____	ZIP _____
PHONE NUMBER _____	

DATE	Vendor name & address, description of purchase	Amount
<b>TOTAL</b>		<b>\$</b>

**Q.U.I.L.T., INC. SALES TAX EXEMPT NUMBER IS #185108**

A tax exempt form must be filed with each vendor before the purchase as QUILT does not pay sales tax.

Please check one:

- I have paid vendor. Receipt is attached.
- Please pay vendor. Bill is attached.

I certify that the above expenses were incurred for Q.U.I.L.T., Inc. business and proper receipts for ALL expenditures listed are attached. Committee: \_\_\_\_\_

[Ex: administrative expenses, bus trips, fundraising, hospitality, library, membership, monthly meeting, newsletter, placemats, publicity, service projects, special events, sunshine, workshops & lectures]

\_\_\_\_\_  
Signature (Committee Chair)

\_\_\_\_\_  
Date

\*\*\*NO CHECKS WILL BE ISSUED WITHOUT THIS SIGNED VOUCHER\*\*\*  
The treasurer may not sign a voucher for you.