



Jack and Jill of America, Incorporated Since 1938

CHAPTER VOUCHER

Use this form to request the issuance of a check for payment.

PAYEE NAME		TELEPHONE		DATE OF VOUCHER
STREET	CITY / STATE	ZIP CODE		

DESCRIPTION OF DISBURSEMENTS:	LINE ITEM	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

TOTAL AMOUNT \$ _____

<p>Checks will be issued only when this form is prepared on a typewriter or in ink.</p> <p>Support documents such as original receipts must accompany this form.</p> <p>A separate voucher must be submitted for each check requested.</p> <p>All copies must be submitted to the Chapter Treasurer</p>	REQUESTED BY	DATE
	TITLE/POSITION/COMMITTEE	DATE
	APPROVED: CHAPTER PRESIDENT	DATE
	APPROVED: CHAPTER TREASURER	DATE

TO BE COMPLETED BY CHAPTER TREASURER ONLY			
VOUCHER NUMBER	CHECK NUMBER	AMOUNT	ENTRY DATE and PERSON