**Washington State Quilters**

**REIMBURSEMENT/PAYMENT VOUCHER - 2024**

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| Committee Chairperson, or their designee, must use this form (or the online form) to submit all expenses or requests for reimbursement. The online voucher is found at wsqspokane.org/resources ‘reimbursement voucher’.  Please include receipts and a signed voucher. Submit via email to: [treasurer@wsqspokane.org](mailto:treasurer@wsqspokane.org) or by snail mail to the Treasurer’s address found on this year’s roster. |

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| **Committee Chair’s**  **Name:** |  | **Date**: |  |
| **Address:** |  | | |
|  |  | | |
| **Phone:** |  | | |
| **Email:** |  | | |

**Who should we pay? You or a business? (check one) \_\_\_\_\_\_\_\_\_\_\_\_\_ You \_\_\_\_\_\_\_\_\_\_\_\_\_ Business**

|  |  |
| --- | --- |
| **Business Name:** |  |
| **Address:** |  |
|  |  |

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| --- | --- | --- | --- |
| **Where Purchased** | **Item(s) Purchased** | **Budget Category** | **Amount** |
| *Where did you buy it?* | *What did you buy?* | *Which committee is this for?* | *How much?* |
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| **Total** you want reimbursed to you or paid to a business: | | |  |

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| --- | --- | --- |
| **Committee Chair Signature** | **\*\*\* Don’t forget to sign \*\*\*** | |
|  |  |  |
| For Treasurer Use Only: | Date Paid |  |
|  | Check # |  |
|  | Amount |  |