

NORTHGATE PFC GRAD NIGHT 2016-17 DISBURSEMENT VOUCHER

1. Include invoice or original receipts (submit a copy only if you must keep the original).
2. Fill out voucher with date expense was incurred and all signatures.
3. ***Mail to:*** Cathy Escobar, 3165 Stinson Circle, Walnut Creek, 94598
4. Questions? nggradnight@gmail.com

THE COMMITTEE CHAIR NEEDS TO SIGN THIS FORM TO HAVE EXPENSES REIMBURSED.

Name: _____	Make Checks Payable to: (<i>if different</i>)
Address: _____ _____	NAME: _____ ADDRESS: _____ _____
Email: _____	
Date: _____	
Committee: _____	

Committee Chair Disbursement Approval Signature:

1. _____	Date: / /
----------	-------------------

EXPENDITURES (Please Attach Invoice or Receipts)

Date	Description	Amount
		\$
	TOTAL	\$

FOR TREASURER'S USE ONLY:

DATE / CHECK#:	AMOUNT PAID:
-----------------------	---------------------