

GENERAL SERVICES SECTION - Office

This is a fillable PDF. Please fill in appropriate fields and submit Voucher electronically, and be sure to include any Supporting Documentation.

X one of the boxes below for the account to be charged – one form for each account.

Operating Budget

Office Operations

- Administrative Expenses _____
- Equipment _____
- Insurance _____
- Rental & Utilities – 15th St. _____
- Staff Travel [IRS allowed] _____
- Computer web consultation _____

Personnel

- Hourly Staff Compensation _____
- Volunteer Support _____
- Staff Development _____

Communications

- Handbook _____
- SPARK _____
- Website _____
- Yearbook/Advance Reports _____
- Other _____

Requested by:

Name: _____

Date: _____

YES, I attached expense report, minute, bill

Payable to/Mail to: (print or type)
Full name of Organization [person only if expense]

Name _____

Address _____

City/State/Zip _____

Approved by: (Name & date)

Travel Expenses [registration, transportation, lodging, meals]

Must get prior written approval from account's Clerk
From attached Travel Expense form:

Location _____ Dates _____

Reason _____

Requested Reimbursement \$ _____

Administrative Expenses (bill)

Copying/Printing	_____
Mailing	_____
Phone/Electronic Communications	_____
Publications Layout	_____
Supplies	_____
Other Administrative Expenses	_____
Total Administrative Expenses	\$ _____

Program Expenses (bill or minute)

Facilities/Rental Fees	_____
Food/Beverages	_____
Materials (e.g. books, calendars)	_____
Speaker/Facilitator	_____
Other Program Expenses	_____
Total Program Expenses	\$ _____

Contributions (minute)

Donations -- outside Organizations	_____
Individual Witness	_____
Scholarships and Stipends	_____
Other Contributions	_____
Total Contributions	\$ _____

Payment Request \$ _____

To make a contribution for all or part please write a check to NYYM RSF, so an acknowledgment can be made.

For Accounting Use Only:
