

# General Services Office Funds

For detailed instructions on all Voucher Forms, please visit [nyym.org/payment-requests](http://nyym.org/payment-requests)

This voucher is for expenses related to the mission of a fund, such as a grant or attendance at a conference.

## Funding Source

(Select which account should be charged – *one form per fund*)

Office Operations	Account
<input type="checkbox"/> Administrative Expenses	5510-00
<input type="checkbox"/> Office Equipment and Support	5900-00
<input type="checkbox"/> Liability Insurance	5520-00
<input type="checkbox"/> Staff Travel	5540-00
<input type="checkbox"/> Staff Development	5630-00
<input type="checkbox"/> Temporary Staff/Consultations	5635-00

This is a Class ARCH expense

Communications	Account
<input type="checkbox"/> SPARK	6630-00
<input type="checkbox"/> Yearbook/Advance Report	6640-00
<input type="checkbox"/> Other Publications	6650-00

## Requested By

(Usually this is the name of the person filling out this form)

Name \_\_\_\_\_ Date \_\_\_\_\_

## Details

**Payable to** (Organization or Beneficiary)

**Total Amount** \_\_\_\_\_

**Purpose/Reason** (short description of the expense)

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_

## Approval and Submission

- Remember to attach your supporting documentation: invoices, receipts, travel vouchers, minutes, etc.
- If sending voucher by email, send this completed form to [vouchers@nyym.org](mailto:vouchers@nyym.org), and copy the approver on the email requesting a confirmation email.
- No approval is needed if the expense is documented in an attached minute.
- If this payment is for services, such as an honorarium or meeting facilitator, a copy of the W-9 form for the individual or business must be on file in the office before payment can be made

If sending voucher by mail, approver signature:

Approver: \_\_\_\_\_

*If expense already paid:*

- Office account check # \_\_\_\_\_
- Debit card on office account
- EFT from main checking account
- Debit card on main checking account