

# General Services Staff Expenses

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
Administrative Expenses		5510-00
Staff Travel		5540-00
Office Equipment and Support		5900-00
Staff Development		5630-00
Youth Programs	This is a Class ARCH expense	8264-00
Young Adult Programs	This is a Class CYYA expense	8263-00

## 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