



# ASCLS-Virginia Payment Voucher Request Form

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## *Voucher Request*

**Payee Name:**

**Address:**

**Phone/e-mail:**

**Purpose of expense:**

Date	Description	Provided in Budget? (Y/N)	Budget Category	Total
			<b>Subtotal</b>	
			<b>Total due</b>	

Requestor's signature:			Date:	
Committee Chair (if applicable):			Date:	
President:			Date:	

**Receipts must be attached to voucher request.**

Date	Check Payable to:	Check Number	Total
		<b>Total</b>	

To be completed by Treasurer

## **ASCLS-Virginia Cost Accounting Policy**

1. All requests for reimbursement of expenses or for payment of an invoice must be accompanied by a completed voucher which is to be processed as described in this policy. Invoices or receipts must be attached to the voucher for each expense except tips and meals costing \$10.00 or less. Personal automobile expenses will be reimbursed at the current rate set by the Board of Directors. Unbudgeted expenses are incurred at the risk of the member.
2. Vouchers for budgeted expenses may be approved for payment by the treasurer if the amount does not exceed \$500. Payment of budgeted expenses greater than \$500 or unbudgeted expenses of not more than \$100 require approval of two officers of the board. These officers traditionally include the president and treasurer.
3. Expenses which exceed the budgeted amount by not more than \$100 may be paid if approved by the president and the treasurer. Expenses which exceed the budgeted amount by more than \$100 and unbudgeted expenses over \$100 must be reviewed and approved by the board before payment can be made. Unbudgeted expenditures are expensed to the "Miscellaneous" category.
4. All vouchers originated by committee activities must be completed and sent to the committee chair. The chair will review the voucher, documenting the "Budget Category" on the voucher and authorize payment by signing and sending the voucher to the president (or treasurer if less than \$500). Vouchers of expenses which are not the result of committee activities may be given directly to the treasurer.
5. The treasurer will make payment for expenses approved in accordance with the provisions of this accounting policy. Checks written for expenses not to exceed \$500 require a single signature. Any check exceeding \$500 must be signed by two authorized officers.
6. The treasurer will maintain a checking account for the Society and may open other accounts required for the prudent management of the finances of the organization. Transaction agreements with the bank shall specify that two officers need to authorize withdrawals from savings accounts. However, one officer may authorize transfers of funds between accounts of the corporation. The president, treasurer and one additional officer shall be authorized to approve transactions for all accounts and certificates of ASCLS-Virginia.
7. The treasurer will provide a report at each board meeting which details the expenses incurred year-to-date for each category specified in the approved budget.