



VSCLS Payment Voucher Request

Jerry Houghton, Treasurer
Phone: (540) 855-9540
Fax: 540-982-3473
Email: jhoughton@carilion.com
Website: <http://www.vscls.org>

Voucher Request

Payee Name:

Address:

Phone/e-mail:

Purpose of expense:

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

Requestor's signature: _____

Date: _____

Approved by: _____

Date: _____

Date	Check Payable to:	Check Number	Total
		Total	

Receipts must be attached to voucher request.