



Western Pennsylvania Ski Council

<http://www.wpsc.net>

TRANSACTION VOUCHER

Committee: _____ Event & Date: _____

Completed by: _____ Phone: _____

1. DESCRIPTION _____ AMOUNT: _____
_____ CHECK# _____

PAYABLE TO: _____
OR TRANSFER TO (if applicable) _____

If NTE Check, amount written for and date Treasurer called.

2. DESCRIPTION _____ AMOUNT: _____
_____ CHECK# _____

PAYABLE TO: _____
OR TRANSFER TO (if applicable) _____

If NTE Check, amount written for and date Treasurer called.

APPROVAL: *Committee Chairperson can approve expenditures up to \$25. Expenditures over \$25 require Board Approval. Attach bills or receipts when available and/or attach receipts for ALL expenses to Event or Travel report.*

COMMITTEE CHAIRPERSON: _____ DATE: _____

EXECUTIVE BOARD MEMBER: _____ DATE: _____