



# Oyster Bay Sail & Power Squadron



## EXPENSE VOUCHER / Single Payee ONLY

<b>Date submitted</b>		<b>Submitted by</b>		<b>Check Payable to:</b>		
		Signature of Submitter Required Below		<b>Name</b>		
				<b>Address</b>		
	<b>Date of Purchase / Expense</b>	<b>Reason for / Description of Expense:</b>	<b>Budget Line Number</b>	<b>Receipt Attached: Yes /No</b>	<b>Amount</b>	
Item 1					\$	
Item 2					\$	
Item 3					\$	
Item 4					\$	
Item 5					\$	
Item 6					\$	
<b>Total for this Voucher</b>					<b>\$</b>	
Do not write below. Reserved for Treasurer/Budget Ctm members ONLY						
	<b>Print Name</b>		<b>Signature Below</b>			<b>Date Below</b>
<b>Approved by:</b>						
	<b>Check Date</b>		/ /	<b>Check #</b>		
Itemized expenses must be supported by a receipt. Items that exceed Current Budget listings - require approval by the Budget / Executive Committee						

OBSPPS 2023

1. Requests for Reimbursed Expenses must be submitted to the Treasurer within 90 days of event
2. All Items must have a receipt attached
3. Any Request for Reimbursement that exceeds Budget Listing will be forwarded to the Executive and / or the Budget Committee for approval