

**Minneapolis-St. Paul Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Payment Voucher
20__ - 20__**

Request Date _____

ISSUE CHECK PAYABLE TO _____

ADDRESS _____

CITY/STATE/ZIP _____

PURPOSE _____

MAIL TO VENDOR MAIL TO SOROR HAND TO SOROR OTHER _____

All vouchers for reimbursements must be submitted with proper paperwork within 30 days of the expenditure. Vouchers submitted after the 30-day time frame, but no longer than 45 days will be subject to chair approval, available funds in budget line, and chapter vote to pay

Number	Vendor	Type of Expenditure/Items Purchased	Amount
1.			
2.			
3.			
4.			
5.			
Total			

COMMITTEE TO BE CHARGED: sub-committees are listed under standing committee

- | | |
|---|---|
| <input type="checkbox"/> Arts & Letters
<input type="checkbox"/> Literary Luncheon
<input type="checkbox"/> Business & Finance
<input type="checkbox"/> Delta DEAR
<input type="checkbox"/> Fiscal Officer _____
<input type="checkbox"/> Founders Day
<input type="checkbox"/> Heritage & Archives
<input type="checkbox"/> Journalist
<input type="checkbox"/> Membership Development
<input type="checkbox"/> Retreat
<input type="checkbox"/> Roundup
<input type="checkbox"/> Membership Dues: Year _____ | <input type="checkbox"/> President's Administration
<input type="checkbox"/> Program Planning
<input type="checkbox"/> _____
<input type="checkbox"/> Ritual & Ceremonies
<input type="checkbox"/> Scholarship
<input type="checkbox"/> Scholarship Award
<input type="checkbox"/> Social Action
<input type="checkbox"/> Sunshine
<input type="checkbox"/> Youth Development
<input type="checkbox"/> Delta Academy/GEMS
<input type="checkbox"/> EMBODI
<input type="checkbox"/> National Convention/Regional Conference
<input type="checkbox"/> Other _____ |
|---|---|

(*SIGNATURES REQUIRED PER CHAPTER POLICIES AND PROCEDURES)

REQUESTED BY (COMMITTEE MEMBER): _____ *

REQUESTOR (EMAIL): _____ *

APPROVED BY (COMMITTEE CHAIR): _____ *

APPROVED BY (PRESIDENT): _____ *

RECORDED BY (TREASURER): _____ *

CHECK NUMBER _____

DATE PAID _____