

Reimbursement/Payment Voucher

YOUR NAME		YOUR TELEPHONE NUMBER	
YOUR OFFICE, COMMITTEE, OR LIBRARY POSITION			
DATE SUBMITTED		CHECK OR DEBIT PAYMENT	
		Check	Debit
PURPOSE/BUDGET ITEM		CHECK/DEBIT FOR	
		Reimbursement	Payment/Donation Advance Pymt
The itemization of receipts and expenses are described below:			
CHECK/DEBIT AMOUNT		CHECK DUE BY	
CHECK PAYABLE TO			
MAIL CHECK TO (type full address, including name)			

Please attach all receipts, invoices or estimates. For Advance Payment or debit card payments, receipts must be submitted within 30 days of receiving check or debit payment.

To be completed by the Windsor Library Association Treasurer

CHECK NUMBER OR DEBIT	Debit		
CHECK OR DEBIT AMOUNT			
PAID ON			
BUDGETED ITEM FOR FISCAL YEAR	Yes	No	Budget Item
NOTES			

Notes

- Submit one voucher per **Purpose/Budget Item** and **Payee**. One check may be issued if the payee is the same on multiple vouchers received.
- **Reimbursement:** A WLA check will be issued to repay a person who made a payment or purchase with their own funds.
- **Payment/Donation:** Direct payment from the WLA to an organization or business in the form of a check or debit to pay a bill, make a donation, or make a purchase.
- **Advance Payment:** In lieu of a reimbursement, a check is issued payable to the Requestor to make a cash payment or purchase. Receipts and any change must be returned within 30 days to complete the voucher.