

AAUW CA SPECIAL PROJECTS FUND EXPENSE VOUCHER/ADVANCE REQUEST



Special Projects Fund

REMIT TO (Payee Legal Name): _____

Date: _____

Voucher #: _____

Branch/Project: _____

Address: _____

New W9 ATTACHED? **YES** **NO**

Authorization by Initiator:

Authorization by Project Chair or Treasurer:

print name

print name

signature

signature

email address & phone number

email address & phone number

Instructions:

1. **Be specific** with item description
2. **VERIFY W9 ON FILE.** New vendor or any changes to existing vendors require new W9. All who receive payment need current W9 on file.
3. Be sure you **obtain the required signatures** before submitting your voucher.
4. **Staple all receipts and other documentation** (as needed) to voucher.
5. Make a copy of the voucher and receipts for your records.

6. Be sure to attach **adequate postage** to your envelope.
7. Submit vouchers and documentation to the SPF Bookkeeper by mail and voucher copies only(no backup) electronically.
Electronically: spffinance@aauw-ca.org
US Postal Service: P.O. Box 160067, Sacramento, CA 95816-0067

All hardcopy of vouchers with documentation must be received at the SPF PO Box before a check will be issued.

NO.	ACCOUNT	ITEM DESCRIPTION	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
TOTAL EXPENSES:			

Chart of Accounts - Select one account for each item to pay. Clients may use any account; however, Tech Trek is limited to those marked TT.

AWARD MONEY	FACILITY RENT/BOARD (TT)	SCHOLARSHIP	TELEPHONE (TT)
BACKGROUND CHECK (TT)	FIELD TRIPS (TT)	SOFTWARE (TT)	TRAVEL (TT)
DEVELOPMENT (TT)	GIFTS (TT)	STIPEND (TT)	
EQUIPMENT PURCHASE (TT)	POSTAGE(TT)	SUPPLIES (TT)	
EQUIPMENT RENTAL (TT)	PRINTING & COPIES (TT)	TEACHING MATERIALS (TT)	