

Weavers Guild of Kalamazoo Check Voucher

Check # _____

Check Date: _____

Check amount: _____

Person requesting check: _____

Phone: _____ E-mail: _____

For simpler accounting, items for the Weavers Guild should be paid for by requesting a check through the Guild whenever possible. Members paying for items and then being reimbursed is acceptable, but should be used only when paying by Guild check is very inconvenient. Checks can be requested prior to a purchase and can be mailed directly to the vendor by providing the treasurer with a completed copy of this form. All related paperwork, such as order forms, receipts, quotes, or letters, should be complete and attached to this form. The requester must provide a receipt after receiving the item. If a receipt from the vendor is not available, the form is to be signed by the requester or receiver. **Please confirm expense with your committee or group chair before submitting request.**

Payee: _____

Mail check to vendor: no yes, to the following address

Purpose of expense:

If the item is to be a long-term physical asset of the Guild, this should be noted below. Physical assets are items of value that would remain if the Guild disbanded. These include, but are not limited to, the service bureau and equipment rental. Items such as postage stamps or tape are not considered physical assets.

Administrative Library Spinning rental equipment
 Weaving rental equipment Other _____

If items listed above were received in acceptable condition, attach receipts, and submit this signed voucher form to the treasurer for payment.

Signature: _____ Date: _____

