**BWC EXPENSE VOUCHER & CHECK REQUEST**

**Please attach receipts or invoice**

All expenses must be approved by the Ways and Means Chair or the Dean of Chairs. Board member expenses must be approved by the President.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | | |
| Requested by: |  | | |
| Approved by: |  | | |
| Title: |  | | |
| Send Check to (name): |  | | |
| Address: |  | | |
| City/State/Zip: |  | | |
| Description of Expense: | |  | Amount: |
|  | |  |  |
|  | |  |  |
| Total: | |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| TREASURER USE ONLY | | | | | | | |
| Check No. |  | Amount: |  | Date: |  | Budget Category |  |
|  | | | | | | | |

Rev. 9/2022

**A picture containing engineering drawing

Description automatically generatedBWC EXPENSE VOUCHER & CHECK REQUEST**

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| TREASURER USE ONLY | | | | | | | |
| Check No. |  | Amount: |  | Date: |  | Budget Category |  |
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