

Rho Zeta Chapter Sigma Theta Tau International

Expense/Deposit Voucher

Procedure: Please complete voucher and submit to the treasurer for payment. Request for reimbursement should be submitted within 30 days of incurring of expense. Submission may be in form of e-mail attachment (see address of current treasurer on webpage) or through mail at SLU 10835, Hammond, LA 70402.

Date: _____

Pay to: _____

Address: _____

Date of Expense/Deposit	Item	Category (leave Blank if unsure)	Amount
		Total	

Requested by: _____

Approved by: (dual signatures for expenses over \$50.00):

president

treasurer

Paid: Check No. _____

Date _____