

New Mexico Elks Association

Voucher

A requisition is required before any expenditure will be reimbursed. You must use a separate requisition for each check to be issued. Any out of budget expenses must be approved by the State Trustees. Please allow approximately one month for payment.

Send the completed requisition, with all pertinent receipts to the NMEA Treasurer after approval by the cognizant Committee Chairman. District Chairman should forward to State Chairman for approval before sending to the Treasurer.

Date: _____ Amount: _____ In Budget _____ Out of Budget _____

Make Check payable to: _____

Full address to mail check: _____

Committee to be charged:

All State Team Travel	Officer Training	Business Expense
Americanism	Fall Workshop	Protocol
Auditing	Grand Lodge Convention	Ritual
C&B Trust	Hoop Shoot	Scholarship
Cerebral Palsy	Internet Operations	Scouting
Convention Pins	Membership	State Convention
Drug Awareness	Lodge Development	Youth Activities
Elks National Foundation	Dictionary Program	Veterans Services
Elks National Foundation Awards	Special Charity Projects	Other
Government Relations		

If you checked Other, explain:

Purpose of expenditure:

Approved by Committee Chair: _____

Budget Tracking:

Initial Allocation/Balance Forward: _____

This expenditure: _____

Remaining Balance: _____