

DISBURSEMENT VOUCHER AMERICAN LEGION DEPARTMENT OF GEORGIA

DATE _____

BUDGET LINE _____

AMOUNT OF DISBURSEMENT _____

PAYABLE TO _____

PURPOSE OF EXPENDITURES _____

NAME OF PERSON MAKING THE PURCHASE _____

- ◆ PLEASE NOTE THAT PURCHASE(S) UP TO \$500 AND MAXIMUM OF \$1500 PER MONTH REQUIRE COMMANDER (or the designated representative) AUTHORIZATION. PURCHASE(S) OF \$501 UP TO \$1500 REQUIRE REVIEW/APPROVAL OF THE FINANCE COMMITTEE AND COMMANDER (or the designated representative)
- ◆ COMMANDER MUST ISSUE A PURCHASE ORDER NUMBER

PURCHASE ORDER NUMBER _____

FINANCE OFFICER _____

COMMANDER _____

All service contracts totaling \$1000 or more require three (3) bids. The requester must submit the bids to the finance committee, executive committee and the commander for review and approval. All approvals will be filed for record. Bids, invoices, receipts must be attached to this voucher for final approval

BIDS ATTACHED //

INVOICES ATTACHED //

RECEIPT ATTACHED //

CHECK NUMBER ISSUED _____ DATE CHECK ISSUED _____

I certify that this voucher and applicable attachments have been reviewed and verified. I further certify that funds are available in the budget and the bank account.

FINANCE OFFICER (print name)

FINANCE OFFICER (sign/date)