**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: |  |  |

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

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