## Union Township Education Association Voucher for Check Request

Before submitting this voucher, you must have Executive Board approval. If this is a purchase, you must have an invoice.

If this is a reimbursement, you must have receipts for the purchase.

Date:			
Payee:	•		<u></u>
Amount:			
LAFAP Category Title & #:		-	
Chargeable*:	Υ	N	
Purpose:		·	
For conference, workshop, dir If split check, list breakdown b		e list attende	es with titles
ii spiit check, list breakdown k	eiow.	•	
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Signatures required		5 96	
Member making request:	·		
2 of 3:			
President:			
Vice-President:			······································
Treasurer:			
Date paid:	Check	#:	

\*Is this expense chargeable? Please Check Every Members Reason. The following are not chargeable.

Political, Charitable, External, Members only, Recruitment