

Voucher-Home and School Association

Date: _____

revised 01/08/04

Account: Home and School _____ person completing form and phone # _____

Vendor: _____

Vendor Address: _____

Check will be sent to above address. If different delivery needed, please contact H & S treasurer.

#63	_____	_____
account number	Principal's signature of acknowledgment	Date
(H & S board representative: Include description of expense and amount)		
<u>Event name</u>		

Voucher Total: _____

Home And School Approval Signature for Payment _____ Date _____

Invoice Information
Invoice Number: _____
Invoice Date: _____
Invoice Amount: _____

Payment Information
Check Number: _____
Check Date: _____
Amount Paid: _____

Home and School Treasurer Signature _____ Date _____

Parish Office Steps:

1. When ordering, enter the voucher information into the computer.
2. Print one copy and file.
3. Packing lists are attached to the open voucher and returned to the file.
4. When the invoice is received, it is stamped and the appropriate voucher is attached. Amounts on the invoice are double checked for accuracy and entered on the voucher.
5. The invoice with the attached voucher is sent for payment approval to the appropriate person.
6. Approved voucher/invoice is sent to Accounts Payable for data entry.
7. After closing the voucher, make a copy and route it to the person signing approval.