Dairy Club of Virginia Tech
Expense Voucher

Submitted by:

Name _____

Address _____

_____

Telephone _____

Email _____

Make payment to (if different):

Name _____

Address _____

_____

Activity/Event Codes

1 Basketball Concessions	13 Intramurals	25 Showcase Sale
2 Big/ Little	14 Judging Team	26 Southern ADSA
3 Display	15 LAA Banquet	27 Special Event Milkshake Sales
4 Dues	16 LAA Show	28 Spring Pledging
5 Fall Picnic	17 Milkshake Machine	29 Spring Trip
6 Fall Pledging	18 Milky Way	30 State Fair Dairy Bar
7 Food Festival	19 National ADSA	31 Subscriptions/ Dues
8 Football Concessions	20 Photography	32 Thanksgiving Dinner
9 Gift Expenses	21 Postage and Delivery	33 VSDA
10 Harvest Havoc	22 Recruiting	34 Winter Social
11 Ice Cream Social	23 Scrapbook	35 Youth Judging Contest Awards
12 Insurance	24 Senior Reception	36 Other (List)_____

Date	Business name	Invoice/receipt number	Description	Amount	Code
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
				$	
			TOTAL DUE	$	

Receipts must be attached for payment.

I hereby certify that expenses listed above were incurred by me for the Dairy Club and include only such expenses as were necessary in the conduct of the business of the Dairy Club.

Signature _____ Date Submitted _____

FOR TREASURER'S USE ONLY	
Payment Date	
Check Number	