



USATRACK & FIELDSM
MID-ATLANTIC

P.O. Box 662, Southeastern PA 19399-0662

Governing body for:

Long Distance Running. Masters' Programs. Race Walking. Track & Field. Youth Athletics

PAYMENT VOUCHER

1. Pay to: _____

2. Send To: _____

Address: _____

3. For: _____

4. Charge to:

Budget: _____ Line Item: _____ Amount: \$ _____

Budget: _____ Line Item: _____ Amount: \$ _____

Budget: _____ Line Item: _____ Amount: \$ _____

Total \$ _____

5. Requested by: _____

Signature

6. Committee Chairperson/Officer _____ Date ___/___/___

Signature

7. Approved by Financial Secretary _____ Date ___/___/___

Signature

8. Reviewed by President _____ Date ___/___/___

Signature

Voucher: _____ Check No. _____ Date ___/___/___

Check Issued by: _____ *Treasurer*

Signature

Instructions

- **Complete items 1 through 6**
- Submit voucher with receipts and/or statement to the Financial Secretary
- Upon approval, the Financial Secretary will pass it to the President for review, who in turn will send it to the treasurer.
- Upon receipt of the approved voucher the Treasurer will prepare the check and send it to the requesting party with a copy to the president.

Mary Braverman—*Financial Secretary* **A Monique White**—*President*

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Norm Green—*Treasurer*

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