

Mountainside Art Guild

INSTRUCTIONS FOR PAYMENT VOUCHER



EVERY EFFORT WILL BE MADE TO REIMBURSE YOU WITHIN 10 DAYS OF RECEIVING YOUR PAPERWORK; RECEIPTS MAY BE TURNED IN BY MAIL OR AT THE MEETINGS, HOWEVER, CHECKS WILL NOT BE ISSUED AT THE MEETINGS.

1. All requests for reimbursement must be made on the PAYMENT VOUCHER form. Bills submitted without this form will be returned for the proper paperwork.
2. Staple receipts to the PAYMENT VOUCHER form.
3. If you wish money before you make the purchase, submit the PAYMENT VOUCHER form. Submit a receipt after purchase; MARK THE RECEIPT AS "PAID" AND GIVE DATE PAYMENT WAS MADE.
4. Chairmen of special exhibits are required to keep complete financial records of expenses and income and will be asked to correlate those records with the Treasurer at the conclusion of the show.

MOUNTAINSIDE ART GUILD

PAYMENT VOUCHER

Send to:

Rebecca Near
68 Spy Glass Dr.,
Littleton 80123



DATE: _____ **PROJECT:** _____

TOTAL AMOUNT: _____

CHECK PAYABLE TO: _____ **PHONE:** _____

ADDRESS: _____ **CITY/ZIP:** _____

Please describe items purchased and their use; you may list several items and their separate amounts on one form AS LONG AS THEY ARE FOR THE SAME PROJECT. Separate projects require separate forms.

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For Treasurer's Use Only

Date paid: _____ *Check No.:* _____