Virginia State Baptist Ushers' Union

Ushers' Union Voucher Request Form

Committee:

Committee Budget: $ Date:

Check #

Balance Brought Forward: $ Income : $ Expenses: $ Balance on Hand: $

Attach Below Receipts, Invoices and Supporting Documentation:

Submitted by:

Approved by:

Virginia State Baptist Ushers Union

Finance Team Voucher Guidelines

* Individuals requesting reimbursement should obtain a voucher from the Virginia State Baptist Ushers Union website.
* All vouchers submitted should be completed with an attached copy of the (INVOICE). Also, copies of a program, agenda from an event attended, invitational letter to an affair, etc.,

can be used in supporting a request for reimbursement.

* All vouchers will be submitted to the Treasurer for processing by the Finance Team as soon as possible.
* Voucher(s) should be mailed or emailed to the VSBUU the Finance Chairperson for approval. The address to mail the form to is:

John R. Jones

12620 Silvercrest Lane

Prince George, VA 23874

804-721-5217

[Jrjones555@yahoo.com](about:blank)

Once your request has been approved by the Finance Chairperson, it will be forwarded to the Treasurer for action. The address for the Treasurer is listed below:

*Fannie Barrett, VSBUU Treasurer*

*12207 Walnut Hill Drive*

*Rockville, VA 23246*

*(804)350-6454*

*Email:* bobbycat627@yahoo.com