



## RSC REIMBURSEMENT VOUCHER REQUEST

**TO:** RSC Treasurer

**FROM:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**Committee Codes:**

- |                   |                    |                 |
|-------------------|--------------------|-----------------|
| A) Annual Party   | D) Dance           | G) Membership   |
| B) Board          | E) Golf Tournament | H) Social       |
| C) Communications | F) Host & Hostess  | I) Ways & Means |

**Expense Categories:**

<u>Code</u>	<u>Expense Description</u>	<u>Code</u>	<u>Expense Description</u>
1	ACSC Dues	15	Postage & PO Box
2	Application Fees	16	Printing
3	Club Admin & Registration Desk Supplies	17	Professional Services
4	Club-Branded Promotional Items		(Dance Instruction, DJs, Legal, etc.)
5	Congratulatory & Bereavement Expenses	18	Recognition Awards
6	Decoration Supplies	19	Refund - Dues
7	Equipment Lease	20	Refund - Event Registration
8	Equipment Purchase	21	Software
9	Food Catering	22	SOS Memberships
10	Hotel & Facility Rental Fees	23	Sponsorship Donations
11	Liability Insurance	24	Taxes
12	Licenses & Permits	25	Travel Reimbursement
13	Mixers, Refreshments & Snacks	26	Web Site-Related Expenses
14	Newsletter Pre-Mailing Preparation		(Domain Reg., Host Fee, Photo account)

Committee	Expense Code	Expense Item	Unit Price	Quantity	Extended Price	Tax	Total
<b>TOTAL</b>							<b>\$</b>

**PLEASE ATTACH RECEIPTS**

For Club Treasurer Only:

Paid By Check Number: \_\_\_\_\_