THE TENNESSEE ELKS BENEVOLENT TRUST, INC.

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

PAY TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Request payment for the following merchandise, service rendered, and other expenses authorized by the TEBT Budget and the General Guidelines for TEBT Allowable Expenses;

|  |  |  |  |
| --- | --- | --- | --- |
| OFFICE/COMMITTEE | LINE ITEM # | DESCRIPTION OF EXPENSE | AMOUNT |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **TOTAL:** |  |

Attach all receipts to voucher

Submit to:

**Carol Henderson**

**1725 McBride Road**

**Lewisburg, TN 37091**

**Email: ssblawoffice@bellsouth.net**

Recommend payment:

Secretary Voucher

NO.

Treasurer Check NO.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information below is for office use only -----------------

Item is budgeted, and payment has not been made.

DATE

Carol Henderson, Secretary

APPROVED:

PAID

Alton W Grubb, President