THE SALVATION ARMY WESTERN DIVISION



Check One:

Petty Cash Voucher	[
Check Request	[

Date:	6/4/2019			
	Department: Lincoln, NE			
Pay to:	Major Mark Anderson			
			Tax ID#	
Address	2021 Greenspire Dr Street Address	Lincoln, NE City, State	68521 Zip Code	
		only, oracio	2φ σσας	
Date	Description & Purpose of Item(s)	Account Code	Amount	
6/4/2019	Congress Meals Major Susan Anderson 3 days @ 60.00		180.00	
6/4/2019	Congress Meals Major Mark Anderson 3 days @ 60.00		180.00	
		0		
AVA MINISTER AND		TOTAL	\$ 360.00	
PLE	EASE ENSURE THAT REQUIRED DOCUMENTS/RECEIPTS ARE ATTACHED	76 (
	Signature of person making this request	2	/	
	Signature of person approving this request			
This space i	reserved for finance department use:	Required for petty ca	ash payments:	
		Received the	above	
		Received for abo	ve pavee	

Helpful Reminders:

Per Section 12, Minute #1, Part #1 of the Central Territorial Headquarters Finance Minutes:

Claims for meals must include: date of meal, name of persons, purpose/justification which makes meal official. Attach receipts as required.

In compliance with Internal Revenue regulations, we will not honor any request for payment that exceeds 60-days.

A tax payer identification number is required for all payments to individuals other than those to SA employees.

Petty cash limits are \$100 for City Fund and \$300 for General Fund. Vouchers in excess of limit are payable by check.