

EXPENSE VOUCHER

2022-23

A voucher is a request for a check to be made payable to one person or company. Multiple expenses can be submitted on one voucher, but the check will only be made payable to one person or company.

Receipts must be submitted with the voucher, which must be signed by FSUTA President Nancy Dunn and Treasurer Janet Renfrow for a check to be processed.

Account _____	Amount _____
Date _____	
Description _____	

Account _____	Amount _____
Date _____	
Description _____	

Account _____	Amount _____
Date _____	
Description _____	

Submitted by

Date _____

Check# _____

Issue date _____

Payable to _____

Address _____

President's signature _____

Treasurer's signature _____

ACCOUNTS

100 EXPENSE

- 101.1C CTA dues
- 103C FSUTA PAC
- 106C Overpayment/refund

200 LEADERSHIP

- 221C Conference
- 212C Region 11 Conference
- 213C NEA.RA
- 214C Summer Institute

300 OFFICERS

- 311C Officer's stipend
- 312C President's expenses
- 321C Board expenses
- 322C Board meals
- 323C Authorized release
- 324C Board Travel

400 ACTIVITIES

- 411C Site Rep Council food
- 412C Retirement

- 413C Social/hospitality
- 414C Read Across America
- 415C Negotiations
- 416C Scholarship
- 417C Organizational crisis
- 418C Grievances
- 419C Arbitrations
- 420C Donations
- 421C Organizing/outreach
- 422C Health and safety
- 423C Training materials
- 424C Site Rep Council meetings

500 OPERATIONS

- 512C President cell phone
- 515C Printing
- 516C Office supplies
- 517C Accounting
- 518C Website
- 519C Building

700 CONTINGENCY