EMRG-510
Version: 1.0

Emergency Measures Radio Group
Ottawa ARES

Expense Voucher
Classification:Public

DATE: _____ CHEQUE NUMBER: _____

PAY TO: _____ _____

APPROVED BY: _____ _____
Print Name Signature

Quantity	Description	Cost	Account

TOTAL _____

Attach receipts (original or photo copy) or
attach a signed list showing purchase location, date, quantity, description and cost

Expense Accounts:

Repairs	5010	Promotion	5040
Supplies	5020	PowerPole Connectors	5050
Projects	5030		

EMERGENCY MEASURES RADIO GROUP

Each EMRG payment from the bank account will require an expense voucher (EMRG-510) to be completed. The voucher must be signed by one of the 3 signatories and payment cannot be to the person who signs the voucher. Receipts will be attached to the voucher and will be filed.