



## South Dakota Music Education Association

### Voucher Guidelines

A voucher is completed anytime that you are requesting funds. There must be an accurate record for our audit purposes, and getting vouchers for every purchase is an important part of that process. You may request a check for any type of payment, a credit card payment via phone, or cash for use at ticket tables. Please have all bills for your event sent to your address, NOT directly to the treasurer or SDMEA PO Box.

Fill out the name and complete address of the person, organization, or business receiving payment.

Pay to the order of: \_\_\_\_\_

\_\_\_\_\_  
 Address City State Zip

Next, list all expenses payable to that person/business. Different expenses payable to the same party may be combined on one voucher. For example, if you need reimbursement for both meals and gas, you can combine them on one. ALL RECIEPTS need to be included. Please staple them to the back upper right corner of the voucher.

Please state the purpose for which payment is requested. Give full description and staple receipts to the backside upper right corner.

Date of Expense	Description of Expense	Amount
	<b>TOTAL</b>	

Sign the bottom and return to the address listed on the form.

#### VOUCHERS FOR CREDIT CARD PAYMENTS:

If you would like to have a credit card number called in for a payment, a voucher still needs to be completed. Please arrange with the treasurer ahead of time for this option. In the bottom right corner of the form, please indicate the date the credit card payment was made and mail to the address listed on the form.

If you have any questions about how to accurately complete vouchers, please let the treasurer know.