

# Fox Valley Newcomers and Neighbors Vouchers

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Committee: \_\_\_\_\_

## **RECEIPT VOUCHER**

**Amount Deposited: \$** \_\_\_\_\_

Breakdown and explanation of funds submitted:

\_\_\_\_\_  
\_\_\_\_\_

### **For Deposit:**

- To make sure that nothing gets lost, put all funds into an envelope. Mark the outside of the envelope with the amount and to which committee the deposit should be credited.
- Submit this form and the envelope to your chairperson. They will then pass the funds on to someone for deposit into the FVNN Chase Bank account.

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## **PAYMENT VOUCHER**

**Amount to be reimbursed: \$** \_\_\_\_\_

Breakdown of receipts submitted: \_\_\_\_\_

\_\_\_\_\_

**Pay to:** \_\_\_\_\_

**Use my Zelle account** - Email address or cell number: \_\_\_\_\_

**Or mail paper check to:** \_\_\_\_\_

\_\_\_\_\_

**Date Paid:** \_\_\_\_\_

### **For reimbursement:**

- Receipts are necessary to support reimbursement requests. Attach receipts to this form.
- Forward the completed voucher with receipts to your committee chairperson or directly to the Treasurer. Take a picture (cell phone) of this voucher cover page and text it to the other person, that being the chair or treasurer. It will take 5 business days from the day that the treasurer receives the information, for you to receive reimbursement which will come in the mail to you directly from Chase Bank
- For current month report, this must be done no later than the 25<sup>th</sup> of the month.