

**WISCONSIN NATIONAL GUARD ENLISTED ASSOCIATION**

**DISBURSEMENT VOUCHER**

REQUEST DATE: \_\_\_\_\_ VOUCHER # \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

MAKE CHECK PAYBLE TO: \_\_\_\_\_  
(name and full address) \_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF EXPENSE** **AMOUNT**

1. _____	-----	_____
2. _____	-----	_____
3. _____	-----	_____
4. _____	-----	_____
5. _____	-----	_____

Total -----

REQUESTED BY: \_\_\_\_\_  
(signature)

APPROVED BY: \_\_\_\_\_  
(signature)

CHECK NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

Debit Accounts: \_\_\_\_\_ Credit Accounts: \_\_\_\_\_

**INSTRUCTIONS:**

1. A voucher must be prepared for each authorized disbursement or reimbursement.
2. Council Members may approve requests for disbursement or reimbursement of funds within their budgeted amount.
3. All other non budgeted requests for of must be approved by the President.
4. Attach a copy of proof of payment, invoices, sales slip, or receipts as applicable.
5. Deliver/mail/approved vouchers to the treasurer for disbursement of funds.

Address: Gary R. Hans, Treasurer, Wis. National Guard Enlisted Assn.,  
N3685 Riverside Ln. Jefferson, WI 53549  
Phone W: (608)242-3419 FAX W: (608) 242-3400

**FAXs need Header or Header Pager: Attn: Gary R. Hans**