



OFFICIAL EXPENSE VOUCHER

Final payment of this voucher will be made only after submitting this voucher with any existing receipts or invoices. It must be signed by a member of the board responsible for this expense.

Please check the budget item(s) to which this expense is to be charged:

- | | |
|---|---|
| <input type="checkbox"/> Additional Instrumentation | <input type="checkbox"/> Music |
| <input type="checkbox"/> Annual Filing Fee | <input type="checkbox"/> Tickets |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Banquet | <input type="checkbox"/> Postage |
| <input type="checkbox"/> CD Recording | <input type="checkbox"/> Post Office Box Rental |
| <input type="checkbox"/> Concert Site | <input type="checkbox"/> Refreshments |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Guest Soloist | <input type="checkbox"/> Website/Technology |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Light/Sound | |

Signature: (Must be a member of the GSCB Board of Directors)

_____ **Date:** _____

Payment Instructions:

Make check payable to: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Paid by Check #: _____

Date: _____