



**RSC REIMBURSEMENT VOUCHER
& CHECK REQUEST**

TO: RSC TREASURER

FROM: _____ *Signed:* _____ **DATE:** _____

SUBJECT: REIMBURSEMENT or PAYMENT REQUEST

PAYABLE TO: _____ (print)

COMMITTEE CODES:

- | | | |
|-------------------|--------------------|-------------------|
| A) Annual Party | E) Golf Tournament | I) Ways & Means |
| B) Board | F) Host & Hostess | J) Brunswick Stew |
| C) Communications | G) Membership | K) Audit |
| D) Dance | H) Social | L) Silent Auction |

EXPENSE CATEGORIES:

Code	Expense Description	Code	Expense Description
1	Annual Dues (e.g. ACSC, NFDA)	16	Printing & Photo-copying
2	Application Fees	17	Professional Services (e.g. (Dance Pros, DJs, Legal/Acctg Svs., etc.)
3	Club Admin & Registration Desk Supplies		
4	Club-Branded Promotional Items	18	Recognition Awards
5	Congratulatory & Bereavement Expenses	19	Refund - Dues
6	Decorations / Supplies	20	Refund – Event Registration
7	Equipment / Vehicle Rentals	21	Computer Software
8	Equipment Purchase	22	SOS Memberships
9	Food Catering	23	Sponsorship Donations
10	Hotel & Facility Rental Fees	24	Taxes
11	Liability Insurance	25	Travel Reimbursement
12	Licenses & Permits	26	Website & Communication- Related Expenses (e.g. Domain Name, Site Hosting Fees, Photo gallery, Call 'Em All Phone Msgs, Constant Contact E-Mail Svs.)
13	Mixers, Refreshments & Snacks		
14	Newsletter Production Expenses		
15	Postage & PO Box Rental	27	Other:

Committee	Expense Code	Expense Item Description	Unit Price	Quantity	Extended Price	Sales Tax	Total
Grand Total (See back of form or page 2 for more item rows)							

PLEASE ATTACH RECEIPTS!

For Club Treasurer Only:

Payment by Check Number: _____

CONTINUATION

Committee	Expense Code	Expense Item Description	Unit Price	Quantity	Extended Price	Sales Tax	Total
Grand Total							

