



Division Expense Voucher

PLEASE PRINT OR TYPE

DIVISION # _____

Name of Payee _____ Address _____

Telephone _____ City, State, Zip _____

DATE PAID

AMOUNT PAID

CHECK NUMBER

Description of Transaction *(be specific)*:

Please indicate which budget line item this expense is under:

- Meetings & Travel
- Member Recognition
- Operating Costs
- Convention Stipend
- Programs & Education
- Scholarships
- Good & Welfare
- Giveaways
- Picnic
- Holiday Party
- Other: _____

Division Council Certification

I certify that the above expenses were incurred for PEF business and proper receipts and documentation for all expenditures listed are attached.

Signature of Division Council Leader _____ Date _____

Signature of Division Council Treasurer _____ Date _____

Vendor Certification

Received from PEF Division # _____ \$ _____

Signature of Payee _____ Date _____