

FOR TREASURER'S USE

Division # _____
Date Voucher was Paid _____
Check Number _____
Amount of Check _____

Sheet _____ of _____

DIVISION # _____

DIVISION EXPENSE VOUCHER

(On the reverse side of this form are guidelines regarding expenditures and documentation requirements.)

P L E A S E P R I N T O R T Y P E

Name of Payee _____ Address _____

Telephone (_____) _____ City, State, Zip _____

DATE PAID / /

AMOUNT PAID \$

DESCRIPTION OF TRANSACTION *(Be Specific - see instructions on reverse)*

D I V I S I O N C O U N C I L C E R T I F I C A T I O N

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

Signature of Division Council Leader _____ Date _____

Signature of Division Council Treasurer _____ Date _____

V E N D O R C E R T I F I C A T I O N

Received from PEF Division # _____ \$ _____

Signature of Payee _____ Date _____

Division Expenditure and Documentation Guidelines

All expenditures made by a Division must be for the benefit of the Division membership and PEF. Every Division must follow the policies set by PEF and the Division's own Council to prepare and approve a budget within the Division's funding. All expenditures must have the approval of the Division Council prior to being paid. If the Division Council has a question regarding the validity of an expenditure, they should contact the office of the PEF Secretary/Treasurer.

In order for checks to be issued by the financial officer of a Division, proper documentation must be obtained. This documentation consists of a vendor receipt and a completed Division Expense Voucher. A vendor receipt should indicate the name of the vendor, date of purchase, a clear description of the item or service purchased, and the unit and total cost of the purchase. If a vendor receipt was not obtained or was lost, contact the vendor and request a copy. If you cannot obtain a vendor receipt, you must explain why on the voucher and have the voucher signed by the Division Council Leader and the Division Council Treasurer where indicated, or you can have the vendor sign the Division Expense Voucher where indicated and submit it as a substitute receipt. In either case, the Division Expense Voucher must be completely filled out, including the provision of a complete description of the PEF business reason for the expense. Note that telephone expenses must be documented by a completed telephone log and the original telephone bill. Only those expenses submitted within 90 days of occurrence or within 30 days of the end of the fiscal year will be paid.

The purpose of the Division Expense Voucher is to document the PEF business reason for an expenditure and to explain the expense if the vendor receipt is not specific. The areas requesting the name of payee, address, telephone, signature (if the payee is an individual), and date must be completed. The Division treasurer must complete the area indicated for Treasurer's use. An individual voucher must be submitted for each check issued.

Meeting Expense: The purpose of the meeting must be clearly indicated. The original vendor receipt for this expense must be attached to the voucher. For steward and committee meetings, a list of the persons attending must be included.

Operating Expenses: (postage, printing, copying, typing, stationery, supplies, telephone, etc.) The purpose of the expense must be clearly indicated. The original vendor receipt for the expenditure must be attached to the voucher. Telephone expenses must be documented by recording the calls on the Telephone Log form distributed by PEF and attaching this information to the voucher with the original phone bill.

Scholarship Fund: The establishment of scholarship funds by a Division must be approved by the council. The council will decide the amount of the fund and who will be the recipient of the award. The establishment of this fund and the award of the monies must be documented by meeting minutes stating council's approving vote.

PEF Convention Expenses: Divisions shall limit their allocation to Convention delegates. No Division shall allow any delegate more than \$33 per full day and night at the Convention. For example, if the Convention starts on Monday and ends Wednesday, the maximum allowable shall be \$66; if the Convention starts on Monday and ends on Thursday, the maximum allowable shall be \$100. When the Convention is held under one roof the maximum allocation will be \$100 for the duration of the Convention regardless of how many days the Convention is held. These allowances must be approved in advance of the Convention by the Division Council. The approval must be recorded in the Division's meeting minutes.

No Division may reimburse a delegate for a single room at the Convention. PEF pays 1/2 of a double room. The Division may not pay the difference for a single room.

Original vendor receipts and vouchers must be submitted to PEF Divisions Finance with the quarterly Journal Register Report. **Expenditures that are not properly documented will be charged to the Division's per capita payments.**