



Check #

# Iowa Reading Association

Julie Neal, Executive Director

[nealj@greencountycsd.net](mailto:nealj@greencountycsd.net)

705 South Wilson

Jefferson, Iowa 50129

515.370.5857

## 2019-2020 Voucher September 1, 2019 – August 31, 2020

Please fill in all information except that which is framed by a box and send to the Budget Chairperson for approval. The Budget Chairperson, the Treasurer, or the current President must approve all expenditures.

Please make payment to: \_\_\_\_\_

Date: \_\_\_\_\_

Reading Council: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Budget Account \_\_\_\_\_

(Only one account per voucher)

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

(Receipts REQUIRED except for mileage)

Position: \_\_\_\_\_

Please make **MEMO** to: \_\_\_\_\_

Mileage: Total round-trip mileage: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

\$.30 per mile x Mileage = \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that the above stated are authorized Association expenses.

Budget Chair, Treasurer or President's Signature: \_\_\_\_\_

**Encourage the submission of all bills for payment by July 31 (of the current fiscal year),  
so the books can be closed and bank statements finalized on August 31.**

(Reference: Bylaw: Article V Duties of Officers, Section 6 (Treasurer), Policy: Responsibility for budget and record keeping Item No. 10.)

Send vouchers to: Michelle Swanson (Treasurer and Budget Chair)  
1217 9<sup>th</sup> Street  
Hawarden, IA 51023

Budget Chair Initials

Date: \_\_\_\_\_