



Iowa Reading Association

Check #

Nancy Wright, Executive Director
55491 230th St.
Glenwood, IA 51534
(C) 402-672-6574
iowareading@gmail.com

2024-2025 Voucher September 1, 2024 – August 31, 2025

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

Address:

(Only one account per voucher)

Purpose:

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: Jill Swanson (Treasurer and Budget Chair)
819 Courtright
Mapleton, IA 51034
Budget Chair Initials Date: _____

