THE GLEN of PACIFIC GROVE HOME OWNERS ASSOCIATION

 # 1 Glen Lake Dr, Pacific Grove California - 831.642.2441

PAYMENT VOUCHER

SUBMITTED BY : **PHONE :** **DATE :**

MAIL CHECK TO : **TOTAL AMOUNT :** $

ADDRESS:

CITY,STATE, ZIP:

DESCRIPTION OF EXPENDITURE(S) :
(Use Description Lines to explain fully - Identify Unit)

Date **Acct Code** **Amount** $

Description

REVIEWED BY BOARD MEMBER : DATE REVIEWED :

DATE TO MCC :

Instructions ----

This form is for use by board members to request reimbursement for expenses incurred in line with their Association duties. It should be filled out completely, receipts and invoices attached, and submitted to the Treasurer for review and transmission to MCC for payment. In addition, it should be used by the sponsoring Board member for all one-time payment requests by suppliers and contractors. Any information entered in the two "Descriptive Lines" will be carried over onto the MCC Financial Statement and appear in the new Check Register reports as permanent detail information concerning the expenditure.