



# Sudbury Savoyards

Donations Receipt and Expense Voucher  
 Show/Year : \_\_\_\_\_

*FOR TREASURER'S USE ONLY*  
 Check #/Date pd.: \_\_\_\_\_

Description	\$ Spent
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Spent	\$ _____
Amount to be Donated	\$ _____
Reimbursement Requested	\$ _____

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Is this donation anonymous? \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Approval \_\_\_\_\_ (Circle: Producer / TD / Chairman)

Whenever you incur expenses, please attach your store receipts and complete the expense voucher above. YOUR NAME goes in the signature line. Be sure to indicate the amount donated and the amount to be reimbursed to you. If you are donating part or all of the expenses, please also fill out the RECEIPT portion below. The Treasurer will sign the receipt and return it as acknowledgement for your tax records.

## Sudbury Savoyards Donation Receipt

(Name) \_\_\_\_\_ donated (amount) \$ \_\_\_\_\_  
 non-reimbursed expenses incurred on behalf of the Sudbury Savoyards. Thank You.

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

All Proceeds are donated to the relief of world hunger through the United Methodist Committee on Relief.