

**Date Submitted:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Check Number:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

**Account:** \_\_\_\_\_/\_\_\_\_\_

**Payee:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Attach Receipts Here:**