**Date:**

**Voucher Issued by:**

**Pay To:**

**Address:**

# **Purchases or Services** (Please list in detail): **Cost:**

**TOTAL COST:**

**Signature:**

**MLA Title/Position: Administrator**

**Scan and email voucher/receipts to:** **Audrey Beach, MLA Treasurer**

**Email: abeach@sunflowerk12.org**

|  |
| --- |
| Below is for MLA office use only |

**Date Paid:\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Paper Check#:** \_\_\_\_\_\_\_\_\_\_\_ Voucher**#:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post to Account:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MLA Treasurer’s Signature:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Electronic payment reference#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**