



Deschutes VFW POST 4108
P.O. BOX 1685
Redmond, OR 97756



AUTHORIZATION FOR DISBURSEMENT VOUCHER

Fill in Requestor area and turn document in to the Post Adjutant for further processing. Attach all supporting documentation i.e., receipts, etc. This Disbursement Voucher is valid for 30 days from date of check issuance by the Post Quartermaster. Any circumstance requiring extension of the 30 day period must be authorized with the expressed authorization of the Post Quartermaster.

***Requestor Section* =====**

DATE: _____ AMOUNT Requested _____

COMMITTEE AND/OR OFFICE TO BE CHARGED OR CREDITED _____

COMMITTEE CHAIR CERTIFICATION: IN BUDGET _____ EXCEEDS BUDGET _____

PAYMENT IS FOR: _____

Check Payee _____

SUBMITTED TO ADJUTANT BY: (PRINTED NAME) _____

***Commander Section* =====**

POST COMMANDER AUTHORIZATION FOR PAYMENT ON: _____

Post Commander Signature _____

***Quartermaster Section* =====**

DISBURSES PAYMENT ON: (date) _____

QUARTERMASTER Signature _____

METHOD OF PAYMENT: _____ CHECK NR: _____ VOUCHER # _____

Voucher number to match check number issued